

MISCELLANEOUS

This handbook is intended as a guide and certainly does not address all possible situations which occur each school year. No written handbook can identify all possible actions and behaviors of students. The School Board expects the school principal to administer all board policies, rules and regulations of the district. Further, any incident or situation not specifically mentioned in this handbook will be handled by the principal based on the expectations of the School Board.

DISTRICT DIRECTORY

BOARD OF TRUSTEES LUMBERTON PUBLIC SCHOOL DISTRICT

| | | | |
|------------|--------------|----------------|--------------|
| President: | Dr. Al Young | Other Members: | Conrad Ford |
| Secretary: | Carolyn Lee | | Patrice Neel |
| | | | Earl Winston |

DISTRICT ADMINISTRATION

| | |
|--|----------------------|
| Dr. Linda L. Smith, Superintendent | Office: 601-796-2441 |
| Amber Martin, Secretary | 601-796-2441 |
| Renea Bullard, School Business Administrator / Technology Coordinator | 601-796-2441 |
| Komekia Turner, Payroll / Personnel | 601-796-2441 |
| Connie Rheams, Purchasing / Accounts Payable | 601-796-2441 |
| Rhonda Livingston, Director of Special Services/Federal Programs | 601-796-8674 |
| Donna Lumpkin, Secretary of Special Services / Fixed Assets | 601-796-8674 |
| Justin Owens, Director of Food Services | 601-796-2046 |
| Kenneth Piercy, Maintenance | 601-796-8962 |
| Charles Lowry, Transportation Director | 601-796-2081 |

LUMBERTON ELEMENTARY SCHOOL

| | |
|--|--------------|
| Carol Jones, Principal | 601-796-3721 |
| Patrick Lee, Assistant Principal | 601-796-8349 |
| Rhonda Gunnell, PBS Counselor | 601-796-3721 |
| Ruthie Hester, Attendance Clerk / MSIS | 601-796-7454 |
| Dorothee Owens, Elementary Secretary | 601-796-3721 |

LUMBERTON HIGH SCHOOL

| | |
|------------------------------|--------------|
| John Barnes, Principal | 601-796-2451 |
| Treencia Garraway, Counselor | 601-796-7470 |
| Alleen Fairchild, Secretary | 601-796-2451 |

VISION:

Success for all Students!

MISSION STATEMENT:

The Lumberton Public School District, a collective and dynamic learning community, will nurture and develop life-long learners by instilling pride, promoting respect, and accommodating individual needs in a safe environment.

STRATEGIC COMMITMENTS

Student Achievement
Curriculum and Instruction
Professional Development
Organizational Support Systems
Parental and Community Involvement

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Lumberton Public School District 2015 - 2016 School Year Calendar

| | |
|--|--|
| July 17, 2015 | First day for counselors |
| July 20, 2015 | First day for secretaries and custodians |
| July 30 - 31 & August 3 - 4, 2015 | Professional Development Days |
| August 5, 2015 | Students Begin - 1st Semester |
| September 7, 2015 | Labor Day Holiday |
| October 12, 2015 | Fall Break |
| October 13, 2015 | Professional Development Day - STUDENTS OUT (Bad Weather Day, if necessary) |
| November 23 - 27, 2015 | Thanksgiving Holidays |
| December 18, 2015 | 1st Semester Ends (60% Day) |
| December 21, 2015 - January 1, 2016 | Christmas Holidays |
| January 4, 2016 | Professional Development Day - STUDENTS OUT |
| January 5, 2016 | Classes Resume - Begin 2nd Semester |
| January 18, 2016 | Martin Luther King Holiday |
| February 15, 2016 | Presidents' Day Holiday (Bad Weather Day, if necessary) |
| March 14 - 18, 2016 | Spring Break |
| March 25, 2016 | Good Friday Holiday |
| March 28, 2016 | Holiday (Bad Weather Day if necessary) |
| May 17, 2016 | Last Day for Seniors |
| May 20, 2016 | Last Day for Students (60% Day) |
| May 22, 2016 | Graduation |
| May 23, 2016 | Teacher Work Day |
| June 9, 2016 | Last day for counselors, secretaries & custodians |

180 student days 187 teacher days

| | |
|---|--|
| First Term 45 days Ending October 7, 2015 | Second Term 45 days Ending December 18, 2015 |
| Third Term 45 days Ending March 9, 2016 | Fourth Term 45 days Ending May 20, 2016 |

Statewide Testing Dates for 2015 - 2016

| TEST | SUBJECTS / GRADES | DATE |
|--------------------|--|------------------|
| MKAS2 | Pre-K / K | 8/11 - 9/15/15 |
| MIAS2 | 1 st - 3 rd | 8/17 - 9/23/15 |
| SAAA | Alternate 9 th - 12 th | 9/1/15 - 3/30/16 |
| SATP2 | 9 th - 12 th | 9/21 - 10/2/15 |
| FLE/MWAP3/SATP1 | 9 th - 12 th | 10/20 - 10/21/15 |
| MS-CPAS2 | 9 th - 12 th | 11/16 - 11/21/15 |
| MKAS2 | 3 rd | 11/16 - 11/20/15 |
| SATP2 | 9 th - 12 th | 11/30 - 12/11/15 |
| Questar Assessment | English II / Algebra I 9 - 12 | 11/30 - 12/11/15 |
| MKAS2 | K - 3 rd | 1/4 - 1/29/16 |
| NAEP Assessment | 4 th , 8 th , and 12 th | 1/25 - 3/4/16 |
| FLE/MWAP3/SATP1 | 9 th - 12 th | 2/17 - 2/18/16 |
| ELPT | K - 12 th | 3/1 - 3/30/16 |
| MAAP | 3 - 12 th Math and ELA | 3/1 - 4/15/16 |
| MAAP | 5 th , 8 th , and 11 th Science | 3/1 - 4/15/16 |
| SATP2 | 9 th - 12 th | 3/21 - 4/8/16 |
| MKAS2 | 3 rd | 3/28 - 4/15/16 |
| MKAS2 | PK / K | 4/7 - 5/12/16 |
| MS-CPAS2 | 9 th - 12 th | 4/11 - 4/29/16 |
| MKAS2 | 1 st - 2 nd | 4/18 - 5/20/16 |
| ACT | 11 th | 4/19 - 5/3/16 |
| Questar Assessment | 3 rd - 8 th , Algebra I, and Eng. II | 4/25 - 5/17/16 |
| MKAS2 | 3 rd Retest 1 | 5/16 - 5/20/16 |
| MKAS2 | 3 rd Retest 2 | 6/27 - 8/5/16 |
| MST2 | 5 th and 8 th Science | 5/2 - 5/13/16 |
| SATP2 | 9 th - 12 th | 5/9 - 5/13/16 |

BELL SCHEDULES

HIGH SCHOOL

Monday - Friday

| | |
|--------------|------------------------------|
| 7:05 | First Morning Duty |
| 7:30 | Second Morning Duty |
| 7:40 | First Bell |
| 7:44 - 9:19 | 1st Block |
| 9:19 - 9:25 | Break |
| 9:34 - 11:09 | 2nd Block |
| 11:13 - 1:15 | 3rd Block |
| 1:19 - 2:08 | 4th Period |
| 2:11 - 3:00 | 5th Period |

SEVENTH AND EIGHTH GRADES

Monday - Friday

| | |
|---------------|--|
| 7:05 | First Morning Duty |
| 7:25 | Second Morning Duty |
| 7:40 | First Bell and Homeroom |
| 7:45 - 8:50 | 1st Period |
| 8:53 - 9:48 | 2nd Period |
| 9:52 - 10:47 | 3rd Period |
| 10:51 - 11:45 | 4th Period |
| 11:48 - 1:15 | 5th Period (30 minute lunch) |
| 1:19 - 2:08 | 6th Period |
| 2:11 - 3:00 | 7th Period |
| 3:00 | First bus load dismissal |
| 3:00 | Pick-Ups / Walkers dismissal |
| 3:03 | Second bus load dismissal |

ELEMENTARY SCHOOL

Monday - Friday

| | |
|------|----------------------------|
| 7:40 | First Bell |
| 7:45 | Tardy Bell - School Begins |
| 3:00 | 1 st Load |
| 3:00 | Pick-Ups / Walkers |
| 3:05 | 2 nd Load |

DELAYED START OF SCHOOL BELL SCHEDULE

(in case of inclement weather)

HIGH SCHOOL

| | |
|---------------|------------------------------|
| 10:00 - 11:00 | 1st Block |
| 11:04 - 12:04 | 2nd Block |
| 12:08 - 1:38 | 3rd Block |
| 1:42 - 2:19 | 4th Period |
| 2:23 - 3:00 | 5th Period |

ELEMENTARY SCHOOL

| | |
|---------------|------------------------------|
| 10:00 - 10:30 | 1st Period |
| 10:33 - 11:03 | 2nd Period |
| 11:03 - 11:33 | 3rd Period |
| 11:36 - 12:06 | 4th Period |
| 12:09 - 1:20 | 5th Period |
| 1:23 - 2:08 | 6th Period |
| 2:11 - 3:00 | 7th Period |

ADMISSIONS

New students entering the Lumberton Public School District must be accompanied by a parent or legal guardian and present the following before being allowed to attend class:

(1) **VERIFICATION OF STUDENT RESIDENCY** - A student must live with a parent or legal guardian in the Lumberton Public School District in order to be enrolled in a school. Any student entering for the first time, or re-entering after interrupted attendance, shall be required to verify his or her residence address as part of the registration process. The parent or legal guardian of a student seeking to enroll must provide the school with at least two of the following items as verification of their address, except that any document with a post office box as an address shall not be accepted.

1. Filed Homestead Exemption Application Form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver's License
6. Voter precinct identification
7. Automobile registration
8. Affidavit of Residency and/or personal visit by a designated school official
9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district.
10. Certified copy of filed petition for guardianship if pending and final decree when granted

(2) **CERTIFICATE OF COMPLIANCE** - All students will present verification of up-to-date immunizations compliance forms issued through the Mississippi Health Department or any local physician (MS Codes 37-7-301, 41-23-37). The Mississippi State Department of Health requires that all children entering an elementary or secondary school for the first time must have proof of two doses of MMR vaccine. The first dose must be on or after the first birthday, and the second dose must be at least 30 days later than the first. The only exceptions are (1) children with a documented history of physician diagnosed measles or serologic evidence of immunity to measles, or (2) children with a valid Certificate of Medical Exception (Form No. 122) A medical exemption may be recommended by the child's physician and must be approved by the local health officer. Valid contraindications to MMR vaccine are rare. Two doses of MMR vaccine are recommended for all other school children.

(3) **PROOF OF GUARDIANSHIP** - Legal guardianship shall be verified by a court decree declaring the district resident to be the legal guardian of the student. Any student living with someone other than his or her natural parents must present guardianship papers or proof from an attorney that guardianship papers have been requested. Students of divorced parents must be residing with the parent that has custody.

(4) **WITHDRAWAL RECORDS FROM FORMER SCHOOL** - All students should officially withdraw from their previous school before attempting to enter the Lumberton Public School District. Copies of withdrawal papers are to be submitted prior to enrollment. Any student wishing to enroll who has been expelled or suspended from their former school may not be granted admission to the Lumberton Public School District.

(5) **BIRTH CERTIFICATE** - The student's birth certificate number must be recorded on his or her cumulative folder. Students not in compliance with providing a birth certificate will have sixty (60) days to comply with this requirement or may be suspended from school until compliant.

Enrollment in the Lumberton Public School District becomes official after students have completed the above and with release of school records from their former school.

It shall be the policy of Lumberton Public School District that no minor child may enroll in or attend any school except the school district of his or her residence, unless such child be lawfully transferred from the school district of his or her residence to a school in another school district in accordance with the statutes of this state (MS Case 37-7-301, 41-23-37). Reference Board Policy JBC (School Admissions/Reference Verifications/Transfers/Homeless) Originally adopted: 12/9/02.

REGISTRATION FOR KINDERGARTEN STUDENTS

All beginning kindergarten students must be five years old on or before September 1, 2015. All beginning first grade students must be six years old on or before September 1, 2015. Registration for all beginning students must be complete on the first day of the current school session. Pre-registration dates will be announced in the local newspaper annually. The following items must be completed and on file prior to a student being admitted to a class:

- 1) original copy of the child's birth certificate.
- 2) physical exam by a doctor.
- 3) Mississippi Immunization Compliance Form 121.
- 4) Verification of Residency in the Lumberton Public School District.
- 5) student's Social Security Number.

Legal Reference: Senate Bill 2650, passed by the 1978 Regular Session of the Mississippi Legislature. Reference Board Policy JBA (Compulsory School Attendance) Originally adopted: 12/9/02; Revision(s) adopted: 10/10/13.

WITHDRAWAL PROCEDURES

Students who are moving to another school must secure a withdrawal slip from the principal's office. All books must be returned; fines and any other indebtedness must be paid. The counselor or data clerk will be responsible for completing the withdrawal form and returning it to the office.

EDUCATIONAL OPPORTUNITIES

The Lumberton Public School District offers academic and extracurricular opportunities to all persons without discrimination and without regard to sex, race, religion, physical handicap/disability conditions, color, or national origin.

TRANSFERS FROM OTHER SCHOOLS

Principals shall be governed by the regulations of the Mississippi Commission for School Accreditation in grade classification of pupils from accredited and non-accredited schools. The school will not accept students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency without administering standardized tests and/or teacher-made special subject tests to determine: (1) the grade level to which the elementary transfer student should be assigned or (2) the number and validity of the Carnegie units the secondary transfer student has earned.

As required through the Family Rights and Privacy Act, Federal regulation 99.34 and formulated through regulation 99.5, the Lumberton Public School District will forward educational records on request to a school in which a student seeks or intends to enroll.

Reference Board Policy JBCD (Transfers and Withdrawals of Students) Originally adopted: 12/9/02; Revision(s) adopted: 9/9/13.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Parents or legal guardians have the right to inspect and review the educational records of their children to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Parents are also provided with the privilege of requesting correction of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Lumberton Schools will forward educational records on request to a school in which a student seeks or intends to enroll.

TITLE IX MESSAGE

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered at Lumberton Schools (as set forth under Title IX of the Education Amendments of 1972)

Reference Board Policy JBP (Student Complaints of Sexual Discrimination/Harassment) Originally adopted: 12/9/02; Reference Board Policy JBPA (Student Complaints of Sexual Discrimination/Harassment – Title IX Procedures) Originally adopted: 12/9/02.

CONTACT: JOHN BARNES PHONE: 601-796-2451

CAROL JONES PHONE: 601-796-3721

VISITORS

VISITORS: All Visitors MUST first report to the Principal's Office. An identification pass will be issued for the duration of the visit; this will verify approval of the Administration.

We do not allow students of another school to visit unless it is for an approved, official reason. Students are not allowed to bring their dependents on campus. In cases of emergency, students must check-in at the principal's office. At no time will students be allowed to take their dependents to a classroom.

NOTE: All visitors are subject to video surveillance and may be recorded while on campus. Photo identification or car keys may be required. Visitors are not permitted to touch, talk to, or interact with students who are in class. Visitors should also turn off cell phones in the school buildings.

COMMUNITY RESOURCE CENTER

The Community Resource Center is located on 11th Ave. Housed inside are teaching materials available for check-out by Lumberton residents. Such items include books on tape, games (computer/board), videos, etc. Computers are available for personal use. Parents are strongly encouraged to visit the center and utilize its inventory. Requests can be made as well.

CONTACT: RHONDA LIVINGSTON

PHONE: 601-796-8674

SPECIAL EDUCATION

The Lumberton Public School District provides special education services to eligible children in accordance with the Individuals with Disabilities Education Act. All services are provided as prescribed in the child's Individualized Education Plan (IEP) and may include special education classes, speech and language therapy, inclusion, and/or other services.

Contact person Rhonda Livingston, Special Services Director 601-796-8674

SCHOOL BOARD MEETINGS

The school board meets on the second Monday of the month at 6:00 p.m. in the board room, unless otherwise announced. In order to be placed on the agenda, a request must be submitted in writing to the Superintendent five (5) business days prior to the meeting.

Reference Board Policy BCAB (Regular Meeting) Originally adopted on: 12/09/02; Revision(s) adopted: 12/10/12 and Board Policy BCBI (Public Participation at Board Meetings) Originally adopted on: 12/09/02.

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER SECTION 504, REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against a person with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- (1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- (2) has a record of such impairment; or
- (3) is regarded as having such an impairment.

The Lumberton Public School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent, guardian, or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

Contact Person Rhonda Livingston, Special Services Director 601-796-8674

EMPLOYMENT OPPORTUNITIES

The Lumberton Public School District does not discriminate on the basis of race, sex, religion, national origin, age, disability, or handicap conditions. The Lumberton Public School District is an equal opportunity employer.

Reference Board Policy GAAA (Equal Opportunity Employment) originally adopted on: 12/09/02.

AHERA COMPLIANCE NOTIFICATION

In accordance with AHERA regulations, school districts are required to perform several activities with regards to asbestos in schools. These activities include an initial asbestos inspection and development of a management plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACM's.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of this surveillance report, along with a copy of the management plan, and all supplementary information is located in the Local Education Agency (LEA) Designee office at each school. In addition, a copy of all management plans for all district schools is maintained in the LEA's office located at the Office of the Superintendent, 107 Tenth Avenue, Lumberton, MS, 39455. These documents are available for review at either of these locations.

**Lumberton Public School District
Matrix of PBS Expectations and Rules**

| Expectations | Cafeteria | Hall | Classroom | Restroom | Common Area Playground | Bus/Car Rules |
|--|--|--|---|--|---|---|
| Panthers strive To Be RESPECTFUL | Keep voices Low Use good Manners | Be silent | Be patient Encourage others Remain seated and raise your hand to speak | Keep areas Clean Respect others' privacy | Keep areas clean Be kind Keep your hands & feet to yourself | Use your inside voice and follow driver's directions |
| Panthers strive To Be RESPONSIBLE | Keep your areas clean | Stay in line with class Walk | Stay in your assigned area Use time wisely Complete work | Use sinks and toilets appropriately Wash your hands | Keep areas clean Follow adult directions Tell if someone is hurt | Follow adult directions and stay in assigned area Keep the area clean |
| Panthers strive To Be SAFE | Walk face forward in line Keep hands, feet & objects to yourself | Keep your hands, feet & objects to yourself | Keep your hands, feet, & objects to yourself | Keep feet on floor and hands to yourself Use sinks and toilets appropriately | Keep your hands, feet & objects to yourself Use equipment safely and keep floor dry | Walk directly to assigned area and stay in designated seat Keep your hands, feet & objects to yourself Stay seated |
| Panthers strive To Be POSITIVE | Follow directions and express gratitude with a smile | Good attitude | Follow classroom directions with a positive attitude | Be quick and quiet | Follow directions with a positive attitude Use nice words | Follow directions and thank the driver with a smile |

SCHOOL DISTRICT DISCIPLINE PLAN

The objective of discipline within our school may be considered threefold:

1. To establish and maintain favorable student conditions free from distraction and misbehavior,
2. To establish and maintain respect for authority within the school,
3. To develop (on the part of the student) ideals, interests, habits, and skills that make for self-government and good citizenship.

We recognize that for learning to take place, we must maintain conditions conducive to learning. This implies a classroom and school environment that is orderly. Respect for authority is a value to be stressed, but it should come, at least partly, as a result of leadership and not forced tribute.

All students are to conduct themselves in an appropriate manner at all school sponsored activities. Failure to do so may result in the student losing his or her privilege to attend school functions.

Any student who starts or participates in any unauthorized disruption or disorderly protest may be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given by the pupil and his parents or guardian that there will not be a recurrence of this behavior.

A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline policies of the respective schools. The school board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with acceptable statutes, case law and state and federal constitutional provisions.

All discipline plans of this school district shall include, but are not limited to the following:

(a) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property and persons;

(b) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection;

(c) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conferences specified in paragraph (b) of this subsection; and

(d) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds.

A parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).

Any public school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other persons would otherwise be liable.

SOURCES: Laws, 1991, ch. 539, § 3; 1992, ch. 519, § 5; 1994, ch. 607, § 14, eff from and after July 2, 1994 MS Code 37-11-53. Scratch out eff from and after July 2, 1994, then add Laws, 1995, ch. 452, § 1; Laws, 2001, ch. 486, § 8, eff from and after July 1, 2001.
Reference Board Policy JD (Student Discipline/School Safety/Discipline Plan) Originally adopted: 12/09/02; Revision(s) adopted: 11/12/13.

STUDENT CODE OF CONDUCT

The primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Student and parents must recognize that discipline and order will be maintained in the school. Proper conduct and a clear mind are necessary for learning to occur. In carrying out school regulations, students, parents, teachers, and the administrative staff should observe the following:

- A. Administrators and teachers shall hold students accountable for violations of school policy, infractions of the Code of Conduct and other disorderly conduct as defined below at any school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions and activities, and upon school buses. The superintendent, principal or administrator of any school may suspend any pupil from school for good cause in accordance with the policies of the Board.
- B. The superintendent, the principal or an administrator shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed or expelled by the Board. However, such action of the superintendent, principal or administrator shall be in accordance with the written policies of the Board.
- C. The superintendent, principal or administrator is authorized to institute appropriate disciplinary action, including immediate suspension, if warranted, against any student for violations of school policy, infractions of the Code of Conduct and other disorderly conduct or misconduct, including, but not limited to the following:
 1. Fighting
 2. Assault
 3. Physical altercation or violation of hands-off policy
 4. Disorderly conduct
 5. Sexual harassment, intimidation, or threats
 6. Disruption of school operations, functions, programs or activities, any campus disturbance
 7. Disobedience / Defiance
 8. Disrespect
 9. Insubordination
 10. Insulting language
 11. Insulting behavior
 12. Obscene language/gestures (*written, verbal, or electronic*) including writing, messages on cell phones and email
 13. Vandalism
 14. Malicious mischief
 15. Theft
 16. Damage to property, private or school
 17. Unauthorized use of school property
 18. Unauthorized entry on school premises
 19. Loitering or out of assigned area
 20. Use of tobacco
 21. Use of alcoholic beverages
 22. Being under the influence of alcoholic beverages
 23. Use of illegal drugs
 24. Under the influence of illegal drugs
 25. Indecent exposure or other violations of dress code
 26. Indecent public displays of affection including cars parked in the vicinity of any school building or activity
 27. Leaving class, school program or meeting without permission
 28. Threat of harm to others or threat of destruction of property
 29. Possession of any of the following items:
 - Illegal drugs/look-alike drugs
 - Alcoholic beverages
 - Fireworks, explosives, matches, lighters or incendiary materials
 - Knives, firearms, slingshots, any other weapon or look-alike
 - Pornographic materials

- Drug paraphernalia
- Stolen property
- Tobacco
- Gang-related paraphernalia
- Cards or gambling paraphernalia
- Noise making devices
- Other disruptive materials
- Other materials, possession of which is punishable by law
- Any offense otherwise punishable by law

30. Bullying

- D. A student suspended by a superintendent, principal or other administrator shall be entitled to a review of the case in accordance with the policies of the Board.
- E. Other disciplinary action may be approved by the principal/assistant principal under existing school policy including but not limited to: loss of privileges, denial of participation in school activities, alternative sentences (including alternative school) or appropriate constructive assignments, depending on the seriousness and circumstances of the offense and the attitude of the student.
- F. Teachers or administrators may impose detention as a disciplinary action upon students for violations, misconduct, or disorderly conduct not serious enough to require other disciplinary action. The imposition of a detention by a teacher or administrator shall not preclude the imposition of other disciplinary action. Detention classes shall be held at a place and time designated by the teacher or principal. Any student failing to report for detention at the place and time designated shall be subject to other disciplinary action. Any student serving detention must provide his own transportation. A detention shall be served the day following its issuance or as fixed by the teacher or principal. The number of detentions received by a student may be a consideration in determining participation in student activities.
- G. The teacher is the authority in classroom matters and any decision he/she makes in compliance with the written discipline code of conduct shall be supported. The teacher shall have the right to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment. Similarly, a coach, teacher, or other supervising staff member shall have the right to remove any student from a bus, activity, or school function who, in the professional judgment of said staff member, is disrupting the operation of the school or school-related activity. The student shall be removed to the principal, who shall determine the proper placement for the student. If the principal does not approve of the determination of the teacher to remove the student from the classroom, then the principal, upon request from the teacher, must provide justification for his/her disapproval.
- H. Disruptive behavior during the school year may warrant a psychological evaluation of the student at the discretion of the principal or other administrator at the expense of the parent.
- I. The superintendent, or principal, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school-related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the capacity and willingness of the student to injure students and/or employees with bodily harm, or to threaten to cause bodily harm, or to place students and/or employees in danger of bodily harm or threaten to destroy property. The superintendent or designee will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicate a present and possible

danger to the health, safety, and welfare of a student(s) or employee(s) and (2) whether the more restrictive, security oriented environment of an alternative education program would serve the educational interests of the student while preserving the safety of students and employees. The Board shall review the student's placement in any alternative program at the next regular meeting. Serious crimes shall include, without limitation, and as examples only:

1. Assault with a deadly weapon
2. Aggravated assault
3. Rape
4. Sexual battery, stalking, or other sexual crime
5. Armed or strong-armed robbery (or attempted)
6. Sale or distribution of a controlled substance

If the offense involves threat of harm to self, others or property, the parents of the student must have that student evaluated by a private licensed psychologist or psychiatrist to assist in determining appropriate action. The district must receive a report of the evaluation stating whether or not the student, in the opinion of the examiner, is a threat to self, to others, or to property. Youth Court charges may be filed if it is warranted by a disciplinary action.

CAMPUS SECURITY AND GENERAL CLASSROOM ORDER

- A. Any student who starts, provokes or participates in a fight, as set forth in this policy, will be suspended from school immediately and the case reviewed to determine if more serious punishment is appropriate. Any student participating in any violence, or in any activity which significantly disrupts classroom order, the educational process, the order of any school activity, or in any activity which endangers the safety or security of any person may be suspended from school immediately while the matter is investigated and reviewed.
- B. All persons other than school employees and pupils enrolled at a specific school must first go to the principal's office to secure admission when entering the campus. Otherwise, they will be considered to be trespassers and as such, subject to arrest and prosecution.
- C. Any student who has in his/her possession an object that would be classified as a weapon while on school grounds or going to or from school will immediately be suspended by the principal in a manner as prescribed by Board policy.

DEFINITIONS

- A. **FIGHT:** A fight is defined as any violent physical contact between two or more persons, which is intended to cause, or intentionally cause, serious bodily harm or injury. If the physical contact was made knowingly and on purpose, then intent is established, intended or not. The determination of intent and of serious bodily harm or injury shall be made in the sound judgement and discretion of the principal or designated school officials. A non-exclusive list of examples of serious bodily harm or injury follows:
 1. Any blows to the face and head which cause or could cause bruising, bleeding, broken or chipped bones or teeth, swelling, concussion, injury to hearing or sight, severe pain, loss of consciousness;
 2. Blows to the abdomen or groin;
 3. Biting;
 4. Bleeding, internal or external;
 5. Broken, fractured or chipped bones or teeth;
 6. Bruising;
 7. Any wound requiring stitches;
 8. Burns;
 9. Loss of consciousness;
 10. Application of hazardous chemicals;
 11. Choking/strangulation;
 12. Sprains/injuries to joints;
 13. Puncture wounds;
 14. Intentional physical contact resulting in a fall which could cause any of the injuries listed above; or
 15. Physical contact by any weapon capable of causing serious bodily injury or harm.

Each person who engages in a fight is guilty of a breach of the rules against fighting, regardless of who initiated the confrontation or the violence. Initiation and acceleration of a fight may be considered when imposing punishment, but these are not factors in determining whether or not a person is guilty of fighting. Self-defense is **not** an excuse, unless there was no reasonable means of escape or avoidance.

B. PHYSICAL ALTERCATION/STRUGGLE: A physical altercation or struggle is any disorderly or violent physical contact between two or more persons, which could result, or does result, in bodily harm or injury or in damaged property. A non-exclusive list of examples of physical altercations/struggles:

1. Pushing or shoving;
2. Wrestling;
3. Slapping or open-hand hitting which is not intended to cause serious bodily harm or injury;
4. Grabbing or holding; or
5. Violent physical horseplay.

C. ASSAULT: An assault is (a) the attempt to cause or the purposeful, knowing or reckless causing of bodily injury to another person, or (b) the negligent causing of bodily injury with a weapon or other means likely to produce death or serious bodily harm, or (c) the attempt by physical menace to put another person in fear of imminent serious bodily injury.

D. SELF-DEFENSE: Report to an administrator even if you think there may be a problem. Self-defense is the use of appropriate means to remove oneself, or another person against the assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.

E. DISRUPTIVE BEHAVIOR: Conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

F. HABITUALLY DISRUPTIVE: Actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. However, no student shall be considered to be habitually disruptive before the development of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.

G. BEHAVIOR MODIFICATION PLAN: A plan developed in a meeting of the principal, reporting teacher and parent of a student, and who has been reported by a teacher for disrupting the learning environment, which reflects the agreement of all present at the meeting that no further disruption by the student will be tolerated.

(Legal Ref: MCA §§37-11-54, 37-11-55, Effective July 1, 2001)

H. BULLYING: The Lumberton Public School District does not condone and will not tolerate bullying or harassing behavior. Students have the right to report to a teacher, administrator or other school official any behavior that is deemed bullying. Students also have the right to get away from the offending student and go to the nearest school official. Bullying or harassing behavior is specifically defined in School Board Policy which is available in the school office.

(Legal Ref: MCA §37-7-301e)

Reference Board Policy JDDA (Student Bullying) Originally adopted 10/10/13; Reference Board Policy JC (Code of Conduct - Students) Originally adopted: 12/09/02; Revision(s) adopted: 6/30/14; Reference Board Policy JCB (Conduct - Disruptive Behavior) Originally adopted: 12/09/02; Revision(s) adopted: 6/30/14.

SCHOOL DISCIPLINE LADDER K - 12

Step 1 1. *Parent Conference and/or Student Conference, and/or ISS for one (1) day, or corporal punishment, or detention.

Step 2 1. *Contact parents.
2. (1) one - (3) three days ISS or one (1) day OSS.
3. Removal from ladder if not referred for 15 school days.

Step 3 1. *Contact parents.
2. (2) two to three (3) days of ISS or OSS.
3. Removal from ladder if not referred for 20 school days.
4. Mandatory conference with parent, student, and principal.

Step 4 1. *Contact parents.
2. (3) three to (5) five days of ISS or OSS.
3. Removal from ladder if not referred for 30 school days.
4. Mandatory conference with parent, student, and principal.

Step 5 1. *Contact parents
2. Five (5) to nine (9) days of OSS.
3. Moved from Step 5 to Step 4 if not referred for 45 school days.
4. Mandatory conference with parent, student, and principal.

Step 6 1. *Contact parents.
2. Nine (9) days OSS.
3. Student may be recommended for expulsion.
4. Moved from Step 6 to Step 5 if not referred for 45 school days.
5. No participation in any school activity for the rest of the school year.
6. Mandatory conference with parent, student, and principal.
7. Alternative school placement at the discretion of the principal with the approval of the parent.

Step 7 1. *Contact parents.
2. Nine (9) day suspension.
3. Recommendation for expulsion.

NOTE: Each step of the school discipline ladder indicates contact of the student's parent or guardian. This parent contact is usually an attempted phone call while the student is in the office. ***This is a discretionary step made by the school principal in consideration of the offense and the past behavior of the student.**

ISS denotes In-School Suspension.

OSS denotes Out of School Suspension.

The responsibility for a student's conduct rests with the parents/legal guardian and his/her child. The principal has the authority to administer any disciplinary action approved by the Lumberton School Board necessary to ensure the safety and well-being of all students. This administration will take whatever steps are necessary to enforce the policies of the Lumberton Public School District. MISSISSIPPI STATE BILL 3349 STATES THAT THE PRINCIPAL IS REQUIRED WHEN HE/SHE HAS REASONABLE BELIEF THAT ANY UNLAWFUL ACTIVITY HAS OCCURRED ON EDUCATIONAL PROPERTY OR DURING A SCHOOL-RELATED ACTIVITY TO IMMEDIATELY REPORT THE ACT TO THE APPROPRIATE LAW ENFORCEMENT AGENCY. If a student repeatedly disrupts class, the principal may require a parent or guardian to attend the class with their child as a condition of attendance.

The principal has the discretion to apply the discipline ladder based on the nature and severity of the student behavior or infraction regardless of the number of prior referrals. A student may enter the discipline ladder at any point or level.

Cases involving expulsion are subject to review by the Lumberton School Board, and the student is entitled to a hearing before the Board. No student may be expelled until the student has been informed of the charges, has been given an opportunity to be heard, and has been given a fair and impartial hearing. For complete details regarding suspension, detention, and/or expulsion, refer to the School Board Manual.

Reference Board Policy JC (Student Discipline/School Safety/Discipline Plan) Originally adopted: 12/09/02; Revision(s) adopted: 11/12/13.

* DISCIPLINE LADDER STEPS/CONSEQUENCES

Teachers will provide students and/or parents with a list of rules and consequences, both positive and negative, which will be used in their classrooms. When a student chooses to break the rules, consequences will be consistently applied. When a student is referred to the office, disciplinary action will be taken according to the following prescribed steps/consequences:

* BEHAVIORS THAT WILL BE REFERRED TO THE PRINCIPAL'S OFFICE

| Behavior | Steps |
|---|--------------|
| 1. Continued disobedience toward school personnel including sleeping | 1-7 |
| 2. Intentional disrespect toward school personnel | 2-7 |
| 3. Open defiance of school personnel, policies, and procedures | 2-7 |
| 4. Immoral or vicious practices | 2-7 |
| 5. Use, sale, or possession of drugs/alcohol | 5-7 |
| 6. Profanity or vulgarity, including gestures written, verbal, or electronic | 1-4 |
| 7. Leaving the school premises without permission or failure to report to class. | 1-4 |
| 8. Repeated violations of school rules. | 2-7 |
| 9. Possession, distribution, or sharing of obscene literature. | 1-4 |
| 10. Defacing of school property. (restitution required). | 3-5 |
| 11. Use or attempted use of dangerous objects or weapons. | 5-7 |
| 12. Possession of dangerous objects or weapons. | 3-7 |
| 13. Acts that are detrimental to decency, decorum, or order. | 1-4 |
| 14. Instigation or participation in fights when under school supervision. Spectators are subject to punishment. | 4-7 |
| 15. Stealing, appropriating, or converting to own use property of another (restitution required). | 2-4 |
| 16. Possession, distribution, or use of fireworks of any kind on campus or at any other school sponsored event. | 2-4 |
| 17. Attempting to lie, forge, deceive, or otherwise misrepresent the truth. | 1-4 |
| 18. Leaving the classroom during the day without permission. | 1-4 |
| 19. Harassment, bullying, intimidation, or threatening other students. | 1-5 |
| 20. Assault on students, teachers, or other school personnel. *Assault on an employee of the Lumberton Public School District will result in a mandatory recommendation for expulsion. | 4-7 |
| 21. Other misbehavior as designated by school administration. | 3-7 |
| 22. Truancy. | 1-4 |
| 23. Possession or use of tobacco. | 3-7 |
| 24. Unauthorized use, sale of, or possession of prescription or nonprescription drugs. | 3-7 |
| 25. Gang related behavior | 1-5 |
| 26. Misuse of Internet | 1-5 |
| 27. Gambling | 1-5 |
| 28. Out of area | 1-4 |
| 29. Sexual harassment | 2-7 |
| 30. Violation of hands off policy | 1-4 |

The administrators of Lumberton Schools reserve the right to assign students to "pride projects" on the school grounds or in any of the buildings. The projects would include litter control, special cleaning details or any other appropriate consequences for students who abuse the school grounds, buildings, or facilities at Lumberton Schools. The "pride projects" may be in addition to or in lieu of the consequences available on the discipline ladder, at the discretion of the administration.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

GUN FREE SCHOOLS

The Lumberton Public School District operates in compliance with the Gun-Free Schools Act, Title VII of the Elementary and Secondary Education Act of 1965. Therefore, all policies and procedures adopted by this Board which affect the conduct and/or discipline of students are supplemented by the requirements of this act, as follows:

I. FIREARMS PROHIBITED

No student is permitted to bring a firearm on school property.

II. DEFINITIONS

A "firearm" means any type of weapon, including a starter gun, which will or is designed to or may be readily converted to expel a projectile by the act of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled; or as otherwise defined by federal law.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used, or operated by the District.

III. DISCIPLINARY ACTION

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policies adopted by the Board.

The superintendent who receives a recommendation for expulsion may determine, based on the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

CAMPUS AT LUMBERTON PUBLIC SCHOOL DISTRICT IS DEFINED AS ALL GROUNDS WHICH ENCOMPASS THE AREA SURROUNDING THE MAIN HIGH SCHOOL AND ELEMENTARY BUILDINGS AND THEIR CAMPUS. ADDITIONAL CAMPUS INCLUDES THE FOLLOWING: FOOTBALL, BASEBALL, AND TENNIS PLAYING AREAS AS WELL AS STUDENT PARKING AREAS. ****NOTE**** CAMPUS ALSO INCLUDES ANY EXTRACURRICULAR OR CO-CURRICULAR EVENTS OF LUMBERTON SCHOOLS IN WHICH LUMBERTON STUDENTS PARTICIPATE.

****NOTE:** The students in the parking area are under Lumberton Public School District supervision during school hours and during hours when school activities are being held. This area includes inside and outside the fence.

Reference Board Policy JCBH (Gun Free Schools) Originally adopted: 12/09/02.

EXPULSION OF STUDENT POSSESSING CONTROLLED

SUBSTANCE OR WEAPON OR COMMITTING VIOLENT ACT ON SCHOOL PROPERTY

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion **for a calendar year** by the superintendent or principal of the school in which the student is enrolled; **provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis.** Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

Reference Board Policy JDE (Expulsion) Originally adopted: 12/09/02.

CORPORAL PUNISHMENT: Such discipline will be administered in a responsible manner by an administrator. Only the principal or assistant principal will administer corporal punishment in the presence of a certified staff member.

IN-SCHOOL SUSPENSION: As an alternative to suspending students from the school setting, the school has an in-school suspension center. The student who receives an in-school suspension will report to the In-School Suspension room at the day and time specified. A supervisor will be in charge of all detained students for the duration of their suspension. The in-school suspension system is viewed as an effort to allow students that are in violation of rules the opportunity to keep up with their assignments and school work. Any student not using this time for work or giving the supervisor any disciplinary problems will automatically be suspended from school for a specified time. Students are subject to having incorrigible charges filed against them with the Youth Court after being assigned to ISS for the fifth time. **If a student leaves or checks out of school early (before the end of the school day), they will NOT receive credit for that day in ISS. If a student is assigned to ISS, their early release status is revoked until completion of all assigned ISS days.**

IN-SCHOOL SUSPENSION RULES

- A student will have a behavior modification assignment upon entering the ISS room. All ISS forms must be complete with signatures upon entering the ISS room.
- A student will report to ISS when the warning bell rings to begin school. If a student is tardy to ISS, an additional day of ISS will be assigned to the student.
- A student will not leave ISS without permission.
- A student will complete an entire day of ISS - a partial day will not count as a day of ISS.
- A student will be allowed one restroom break in the morning and one in the afternoon.
- A student will not be allowed to sleep or put his/her head down on the desk.
- A student will not be allowed to make unnecessary noises in ISS.
- A student will adhere to all rules of ISS and follow the directions of the ISS monitor.
- A student will dress according to the school uniform policy.
- A student will not be allowed any facial or hair grooming.
- A student will complete all course assignments and ISS assignments.
- A student will adhere to the rules and policies of the Student Handbook.
- A student will be responsible for any destruction or defacing of school property while assigned to ISS.
- A student will be assigned Out of School Suspension for failure to report to ISS.
- A student will complete the ISS assignment upon returning to school.
- One or more days of Out Of School Suspension may be assigned to a student for any violation(s) of ISS guidelines.
- A student will write the specific behavior modification assignments that apply to ISS as their first project when entering ISS.

Reference Board Policy JDDB (In-School Isolation) Originally adopted: 12/09/02.

SUSPENSIONS: Suspensions are one of the most extreme forms of student disciplinary action. A suspended student is not to be on any school property at any time during the suspension. Those who are, **will be treated as trespassers** and be turned over to local law enforcement authorities for prosecution. Suspensions in effect at the end of the regular school session will continue at the beginning of the next school session. Following a suspension, the parents or legal guardian **must** report to the school with the student for a conference.

STEALING: Any student who commits or attempts to commit a theft or breaking and entering in the school will be placed on probation, suspended, and/or referred to authorities. Theft includes stealing school property from faculty, school employees or other students. Breaking and entering includes school lockers, locked rooms, or other areas prohibited to you because of time and/or other specific reasons. Stolen or lost property should be reported to the office promptly.

ALCOHOL: Alcoholic beverages are strictly forbidden on any LPSD campus. Possession, sale, or drinking of such will result in disciplinary action, law enforcement authorities will be notified, and the parents will be notified.

DRUGS: This school will not tolerate the use of prohibited drugs by any of its students. Any student apprehended using or in possession of prohibited drugs will be placed on the appropriate step of the discipline ladder and the police and parents will be notified. **Drug Testing Policy:** Students who participate in High School extracurricular activities shall be required to submit to drug testing as prescribed by School Board policy in order to participate in extracurricular activities.

TOBACCO POLICY: The Board recognizes the dangers and concur with the Surgeon General's report of the harmful effects of tobacco on the human body. The Board strongly discourages the use of tobacco by its students and employees. **Employees and students shall not be permitted to possess or use tobacco at school or while participating in school sponsored activities.** Students in violation of this policy shall be placed on the appropriate step of the discipline ladder.

GANGS: Gang related behavior or activities are not allowed on school grounds. This includes gang-related clothing, jewelry, signs, tatoos, bandanna, towels, hand shakes or other actions associated with gang activities.

EXTRACURRICULAR ACTIVITIES: Students are expected to adhere to school rules and regulations at all school sponsored activities. Consequences for infractions are to be administered as indicated in the discipline plan.

EXTREME WEATHER: In the event of a severe weather alert, such as a tornado warning issued by the US Weather Bureau and local Civil Defense officials, students will be detained under standard emergency procedures until it is safe to dismiss them, unless they are picked up by their parents who have signed the appropriate release form. Students will not be allowed to use the telephone during severe weather alerts, except in case of emergency. Parents and children should have prior agreements with regard to transportation during extreme weather conditions. The signal for a tornado or drill is a series of long, continuous rings.

FIRE: In case of fire or fire drills, pupils are to leave the building quickly and orderly and report to a designated place outside. Students are to remain in a class group until the all clear signal is sounded. The signal for fire or drill is a series of short bells.

FIRST AID AND MEDICATION: Any student who becomes injured or ill should report or be reported to the office. School personnel may not exceed the practice of first aid in dealing with pupil injury or sickness. Within the practices established by the district policy, the immediate needs of the student will be considered. As appropriate, emergency medical treatment will be secured and parents notified. Responsibility for emergency treatment is to be assumed by the student's parents or guardians.

The District recognizes that some children require treatment for chronic disabilities or illnesses. When a student's physician requires the student to take prescription or nonprescription medication during school hours, a Request to Administer Medication form must be signed by the physician and parent or guardian and approved by the school principal. District policy does not allow for medication to be provided by school employees.

EXPULSIONS: Expulsion from school shall be the last step in the discipline process. Students may be expelled from school only under the following conditions:

1. The student poses a serious threat to himself.
2. The student poses a serious threat to other students.
3. The student poses a serious threat to school officials.
4. The student has engaged in criminal activity at school.
5. The student disrupts the school activities to the point it has an adverse effect on the learning environment.

Upon recommendation in writing from the school principal that a student be expelled from school, the Superintendent will send a letter, return receipt, which states the charges, the date, the time, and place of the hearing and an advisement of rights. Said letter shall be mailed within three (3) days of receipt of written recommendation for expulsion from the principal. The hearing shall be held within ten (10) days of receipt of the principal's recommendation. The Superintendent shall establish a hearing committee consisting of the district discipline committee to hear all evidence and make a recommendation to the Superintendent regarding expulsion. The hearing shall be recorded and a copy of the report shall be available to the parents of the student at a reasonable cost. Students or parents may have council, ask questions, and present any evidence which they feel would justify permitting the student to remain in school.

The recommendation of the committee shall be made in writing to the Superintendent. The Superintendent shall take into consideration the committee's recommendation and any other evidence available before making his recommendation to the Board of Trustees. The Superintendent shall cause the principal to submit all evidence to support his recommendation for expulsion and shall be a witness and present other necessary witnesses before the committee.

Should the parents or guardian wish to appeal the Superintendent's decision, they may do so by requesting in writing, within five (5) days of receipt of the Superintendent's decision, a hearing before the school board. Said letter shall be sent to the Superintendent at, P. O. Box 551, Lumberton, MS 39455.

Should the parent or guardian request a hearing before the school board, the hearing shall be held no later than the next regular board meeting. Parents shall be permitted to have council, ask questions, and present evidence which they feel would effect the outcome of the hearing. The board shall notify the parents or guardian of the results of the hearing.

Should decisions be appealed, the student shall remain out of school until the final decision is made. Students shall have due process and their rights protected at all times. **Expulsions will be for a calendar year or remainder of the school year at the discretion of the superintendent from the date of the Superintendent's Review and Decision.**

Reference Board Policy JDE (Expulsion) Originally adopted: 12/09/02.

RECORDING KEEPING: A record of all disciplinary actions will be on file in the Principal's office. A record shall be complete with documented evidence including the charge, the consequences, and the staff members involved.

Federal, State, and local rules and regulations shall be adhered to in all cases of discipline.

ALTERNATIVE FOR SUSPENSION

As an alternative to suspension, a student may remain in school by having the parent/legal guardian, with the consent of the student's teachers, attend class with the student for a period of time specifically agreed upon by the reporting teachers and school principal. If the parent/legal guardian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the Lumberton Public School District.

SCHOOL BUS VIOLATIONS/DISCIPLINE

School bus drivers are required to observe state laws and numerous regulations to safeguard the lives of the students they transport. Bus drivers are in charge of the students riding on their buses. The law gives the bus drivers the authority to keep order on their buses and holds them responsible for the safe operation of their buses. Parental support is imperative to help ensure student discipline is maintained. **The law also indicates that "students who behave may ride." Students who continuously misbehave on the school bus are subject to being deprived of the privilege to ride the school bus. Students who ride a school bus are subject to video recording.** Schools have the right to refuse to transport any pupil guilty of misconduct. For rule violations on the bus, the pupil will enter the School Bus Discipline Ladder at the appropriate step. In addition, school rules and regulations as listed on the School's Discipline Ladder may apply. (MS Code 37-9-96, 37-41-1, 37-41-2, 37-7-301)

BUS DISCIPLINE LADDER

STEP/CONSEQUENCES FOR STUDENT BEHAVIORS REFERRED TO THE PRINCIPAL'S OFFICE

- | | | |
|----|---|-----|
| 1. | Not following directions/defiance. | 1-5 |
| 2. | Not staying in seat while bus is in motion. | 1-5 |
| 3. | Not keeping all parts of body and/or personal objects to self, and pushing/shoving/horseplaying. | 1-5 |
| 4. | Eating, drinking, littering | 1-5 |
| 5. | Vulgar/unacceptable language | 1-5 |
| 6. | Violations which require immediate attention of the school principal (i.e., fighting, threatening and/or excessively vulgar language, carrying of any weapons, setting off fireworks, defacing or destroying school property, etc.), using tobacco. | 1-5 |

SCHOOL BUS DISCIPLINE LADDER

Step 1.1 Warning, notice of referral sent to student's parent/guardian from principal.

Step 1.2 No bus referral for 20 school days will remove student from the bus discipline referral ladder for 1st referral only. After 2nd referral, the pupil may remain on that minimum step for the remainder of the school year.

Step 2. Two to five day suspension from the bus.

Step 3. Five to fifteen day suspension from the bus.

Step 4. Twenty or more day suspension from the bus.

Step 5. Permanent denial of transportation for the remainder of the year.

Reference Board Policy JCBI (Bus Conduct) Originally adopted: 12/09/02; Revision(s) adopted: 6/30/14.

APPEALS

The only appeal that may be made beyond the principal is for suspensions for more than five days or for expulsion. Any student's parent or guardian aggrieved by the principal's decision may request in writing a review of the decision by the principal. If the parent is not satisfied with the principal's review of the suspension, they may, in writing, then appeal to the Superintendent of Education. An appeal may be made to a district discipline review committee for a suspension in excess of five but less than ten days out of school. Expulsion is defined as any denial of school attendance beyond 9 days which may be permanent or which may terminate at the beginning of the next school year provided sufficient rehabilitation can be demonstrated. A hearing before a district discipline review committee is required for readmission. Parents must request in writing if they desire a discipline review committee hearing for reinstatement of an expelled student.

Reference Board Policy JDE (Expulsion) Originally adopted: 12/09/02.

INTERVIEWS AND SEARCHES BY SCHOOL OFFICIALS

SEARCHES

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Lockers may be opened and searched at any time by school officials. Students are encouraged to keep a lock on their lockers and not share their lockers. Other searches may be conducted with reasonable suspicion by not less than two members of the administrative staff. Any vehicle on campus will be subject to search with reasonable suspicion. Any student who commits an unlawful act on school grounds or at a school sponsored activity is subject to having charges filed against him/her by the school district with the proper law enforcement officials. At the discretion of the principal, a random search of all students in a classroom may be conducted.

INTERVIEWS:

School administrators and teachers have the right to interview students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist. Written statements may be obtained.

Reference Board Policy JCAB (Interviews and Searches by School Officials) Originally adopted: 12/09/02.

GUIDANCE PROGRAM

Philosophy:

Guidance is part of the total educational process from grades K-12. Counselors believe that all individuals are important, that they are responsible for their behavior, and can plan for their future when given adequate assistance.

Objectives:

1. To provide every student with understanding and with a confidential relationship with a counselor.
2. To help every student learn to make decisions about education and career choices by becoming aware of individual interest and abilities.
3. To provide every student with information concerning careers, colleges, and resources in the community.
4. To give every student the opportunity to explore individual problems and the ability to get along with other students in small group sessions.
5. To provide parents of students with information and counseling concerning their child's development.
6. To provide teachers and administrators with assistance in the learning and behavior problems of students and with information from testing programs and research projects.

Guidance services are available in our school district. Students may make an appointment with the counselor during free time, or with the approval of the teacher or principal. Students may be referred by teachers or parents. Counselors may help students with personal, educational, or vocational problems. Personal matters are kept confidential. In the event that the school counselor is not available, students may be referred to our in-house agency.

EXAMINATIONS

An examination schedule will be published in sufficient time prior to the examination for both teacher and student planning.

TRANSCRIPTS

Student transcripts will be sent to any designated college, training agency, employer, or potential employer upon request of the student's parent or guardian.

One transcript will be sent free of charge. Each additional request for a transcript will cost \$3.00.

CLUBS

Club activities are a vital feature of Lumberton Schools' student life. Meeting times are provided so that as many students as possible have an opportunity to participate in the activity of their choice.

A student will not be allowed to hold more than one major and two minor offices.

Major Offices are: Class President; Club President; Student Body President; Yearbook Editor.

To hold an office, a student must have attained an over-all "C" average with no grade of "F" at the end of the preceding semester and be in good standing with the administration. (Requirements for Student Council Officers are set by the constitution.)

McKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Lumberton Public School District shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education. This education shall include a public preschool education, as provided to other children and youth, as well as access to the education and other services that such children and youths need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

WORKBOOKS - SCHOOL FEES

Workbook fees must be paid prior to a student receiving such material. Every effort has been made to keep these materials to a minimum. In the event special problems arise concerning workbook fees (or other school fees), parents should contact the principal to discuss the matter.

LOST AND FOUND

Parents/guardians should clearly mark all personal items of their children such as sweaters, coats, bookbags, lunch boxes, etc. All items that are found should be turned into the office. Every effort will be made to locate lost items; however, parents should monitor the items that a student brings to school. Faculty members are not responsible for student belongings that are brought to school. In the event items are taken from students for disciplinary reasons, the items may be claimed by the parent through the office on the last day of school. Any items not claimed within ten days of the end of school will be donated to charity.

CORRIDORS/CAMPUS

In passing through corridors to classes, or in entering or leaving the building, always move by the nearest route with the least possible confusion. Keep to the right, and do not block the corridors by stopping to talk or play. Loud talk and whistling are not appropriate. Sitting on outside rails or steps is not permitted. Electronic devices that are not needed for class work are not allowed on campus and cell phones are limited to classroom use.

GUIDELINES FOR MEDICATION AT SCHOOL

1. Whenever possible, medication should be scheduled at times other than during school hours.
2. Do **NOT** send medication with your child to school.
3. A parent or other responsible adult is to bring the medication to the school nurse's office. Permission forms will be filled out at that time.
4. Medication **MUST** be in a properly labeled pharmacy bottle. Absolutely **NO ZIPLOC BAGS** or other containers! If you have only one bottle, the nurse will transfer any medicine you need to keep, into a labeled container you can take home.
5. Medications such as Tylenol, Benadryl, cough syrup, etc. will **NOT** be given at school unless a physician's order and written permission from the parent accompanies it. Example: "Give Tylenol 160 mg every 4 hours as needed for headache."
6. For children with known anaphylactic reactions, parents are responsible for providing Epi-pen or other physician prescribed medicine with a physician's order.
7. First time dosages of most medications will not be given at school. First time doses should be given at home under close parental supervision.

First Aid:

Should your child receive a minor cut, scrape or injury while at school, your child will be provided with basic first aid. In the event of a serious injury or possible medical emergency, medical personnel may be contacted. Every attempt will be made to contact parents in event of an injury. Please supply the school with several emergency contact numbers, and notify the school if your phone number changes.

PREGNANCY

Should pregnancy occur, the student is encouraged to notify the guidance office. The student's parents or guardians or the student herself should inform the school of medical procedures to follow in case of an emergency. Students may continue in school as long as possible although the school district cannot assume responsibility or liability for the safety of the student. Anticipated absences due to pregnancy should be made up prior to the due date in order to avoid exceeding the maximum number of absences and therefore forfeiting school credit. Pregnant students are required to supply the school with a statement from their physician indicating the length of time they can remain in school prior to delivery and the approximate number of days required for their recovery.

HEALTH AND IMMUNIZATION POLICIES

Any student with a communicable illness or infection must be kept at home until a medical doctor certifies that the student is completely recovered. All students must have a Certificate of Immunization on file.

Head Lice

The Lumberton Public School District requires any student found with head lice to be "NIT FREE" before returning to school.

HB 154

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. MS Code 41-79-21 (1999)

Reference Board Policy JGCB (Immunizations/Vaccinations) Originally adopted: 12/09/02; Approval of policy with no changes made: 6/09/14; Reference Board Policy JGCC (Communicable Diseases) Originally adopted: 12/09/02; Revision(s) adopted: 9/9/13; Approval of policy with no changes made: 6/09/14.

EPSDT HEALTH CLINIC

The (Early and Periodic Screening Diagnosis and Treatment) Clinic is a Medicaid program that performs annual health checkups on eligible students during the school day. The clinic is located on the Lumberton School campus. Students from K-12 can access the program with parents' consent. Health checkups can identify health problems before they cause serious illness and they promote future good health.

The health checkup consists of a comprehensive physical examination, vision/hearing screening, laboratory test, developmental/nutritional assessment, adolescent counseling, and dental screening.

**NO NIT POLICY
LUMBERTON PUBLIC SCHOOL DISTRICT**

Dear Parent or Guardian:

Your child _____, has been found to have head lice. Head lice do not transmit disease and they are not a result of lack of cleanliness. School age children get them commonly, sometimes more than once.

There are three steps in the successful management of head lice:

1. Killing the lice with an approved medical treatment
2. Removal of the nits
3. Environmental control

You should consult a pharmacist or your child's physician for a recommendation as to which of several effective products to use to treat your child. **As soon as you have treated your child with an approved pediculicidal (louse-killing) product and removed the nits, he or she may return to school.** To be readmitted to school, **your child needs a note from you** stating the name of the product used and the date of use or send the empty bottle, with the label on it, of the product used to the school.

Most products must be used twice, once to start and again not less than seven days or more than ten days (eight days is ideal) after the first treatment. Your child need not miss any school after the first treatment, but you **must** send a second note with your child one week to ten days after the first treatment stating the date of the second treatment and the product used. **DO NOT REPEAT MORE THAN THE RECOMMENDED NUMBER OF TIMES, OR SOONER THAN SEVEN DAYS LATER UNLESS ADVISED TO DO SO BY YOUR DOCTOR.**

The Mississippi State Department of Health recommends that you attempt to remove the nits to avoid reinfestation by those nits hatching that may have been missed by the treatment. The nits can be removed by dividing the hair into sections and working each section separately. Look for small grayish-white or yellowish-brown specks that are attached to the hair shaft close to the scalp. Nits are attached to the hair shaft very firmly with a glue-like substance and are not easily brushed out. They must be picked out with the fingernails or combed with the nit comb that usually comes with the louse-killing product. This can be done outdoors under bright sunlight or indoors with a good reading lamp as nits are sometimes hard to see.

The other members of your family should be checked for head lice and treated if they are found to have them. Persons who sleep in the same bed with the infested child should be treated regardless. Clothing and personal linens (such as towels and bedclothes used by infested persons) should be machine washed (use hot water) and dried (on hot); non-washables can be dry cleaned or stored in an air-tight plastic bag for 2 weeks. Cloth-covered furniture and carpet that have been in extensive contact with an infested person's head should be thoroughly vacuumed. Lice-killing sprays are generally not necessary.

Reference Board Policy JGCC (Communicable Diseases) Originally adopted: 12/09/02; Revision(s) Adopted: 9/9/13; Approval of policy with no changes made: 6/09/14

DISTRICT FOOD SERVICE PROCEDURE

The ultimate goal of the Food Service Program is to provide high quality, nutritious meals to students each school day at a cost that is as low as possible for students and their parents. The food service program offers both free and reduced meal programs for eligible students. Specific applications for free and reduced programs are provided by the school on the first day. Thereafter, application may be made directly with the food service director at the food service office at 107 Tenth Ave. Inquiries regarding these programs can be made by calling the food service office at 601-796-2046.

General policies in the area of food service are applicable to all students in the Lumberton Public School District and include the following:

- A. Students may pay for lunches in advance for up to a year. If they choose not to pay in advance, they must pay daily on the serving line. Students are encouraged to pay in advance. Any absences or unused advance payments will be credited to future meals.
- B. Kindergarten through high school students have Offer vs. Serve as required by state policy. Students may choose not less than three of five food components offered each day at no reduction in price. Students may purchase any food item offered (except desserts) at extra food prices only after purchase of a school lunch, and only as they go through the line with their purchased lunch.
- C. Food service cashiers shall only accept personal checks for the amount of food purchased.
- D. Anyone who has three checks returned to the food service office for "insufficient funds" will be required to pay with cash.
- E. Food items, including snacks, shall not be sold or delivered on the campus one hour prior to or during the regular school breakfast/lunch schedule. (No food deliveries after 9:30 AM). This includes pizza parties or any food related parties held prior to 1:00 pm.
- F. No canned or bottled carbonated beverages or fast foods are allowed in the dining room unless they are part of a 'brought lunch' and in containers that do not identify the source, (i.e. Ward's, Pizza Hut, Burger King, Sonic, etc.)

| | | Breakfast | Lunch |
|----------|------------|-----------|--------|
| Adult: | Full Price | \$2.00 | \$3.25 |
| Student: | Full price | \$0.00 | \$2.50 |
| | Reduced | \$0.00 | \$0.40 |
| | Free | \$0.00 | \$0.00 |

Changes in lunch prices pending state department approval.

REGULATIONS PERTAINING TO LUNCH PERIOD

ALL STUDENTS ARE TO REMAIN ON CAMPUS DURING THE LUNCH PERIOD. Students may either eat in the school cafeteria or bring their own lunch. Students are reminded that other classes are being held during their lunch break and students are not to go into the area where classes are in session. Students are to refrain from making excessive noise in the break area outside the cafeteria.

CLOSED LUNCH — Students sit at assigned tables in the cafeteria and do not leave the cafeteria without permission from their teacher or principal. Any messy tables will be cleaned up by the offending student(s). Closed lunch will be an extension of the classroom and all rules apply.

SCHOOL SAFETY

Safety is of paramount importance in the Lumberton Public School District. Random searches and checks including locker searches will be made. Use of the Canine Drug Unit and metal detector checks may also be made. **The Lumberton Public School District maintains a zero tolerance policy regarding weapons, drugs and tobacco products.** Safety drills will be regularly conducted. A student's cooperation during these drills is vital and misbehavior is unacceptable. Accidents occurring on the school grounds must be reported to the principal's office immediately. **STUDENTS ARE ASKED NOT TO TALK TO UNAUTHORIZED PERSONS (STRANGERS) OR APPROACH ANY STRAY ANIMAL THAT MAY COME ON CAMPUS.** Students should tell a teacher if they see a stranger or stray animal on campus.

Reference Board Policy EBBC (Emergency Drills) Originally adopted: 12/09/02; Revision(s) adopted: 4/14/14; Approval of policy with no changes made: 6/09/14.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available to each student enrolled in the school through a reputable insurance agency. Parents may enroll their child in the plan at the beginning of the school year.

School districts are prohibited by law from paying any expenses incurred for any accident involving a student on school property or participating in a school activity. Parents will be required to supply insurance information prior to a student's participation in a field trip.

TEXTBOOKS

State-owned textbooks or school-owned textbooks are assigned to all pupils at the beginning of school. Books will be issued and numbered by the teacher of each course requiring the use of such textbooks.

The students and their parents or guardians will be held responsible for the loss or damage to textbooks issued to them. The office will determine the amount of fines or cost of replacement of such textbooks. (MS Code 37-7-301)

In some courses, students will find it necessary to buy workbooks or laboratory manuals to be used along with textbooks.

BUSES - SCHOOL TRANSPORTATION

All buses should operate as regularly as possible. If buses operate on a regular schedule, they should not be expected to wait on pupils. Students should be ready and waiting for the bus when it arrives.

Buses should leave the school grounds each afternoon as soon as all children have come aboard, or not later than five minutes after school dismisses.

No student will be permitted to ride any bus other than his or her assigned bus without written permission from the principal or assistant principal.

The bus driver will report any student leaving the bus before reaching their regular destination. Any student who violates this regulation will be dealt with in the same manner as a student who leaves school without permission.

CARE OF SCHOOL PROPERTY

All buildings and whatever they contain in the way of equipment are provided at great expense by the taxpayers of Lumberton Public School District. Students should pride themselves in doing everything possible to take care of school property and should encourage others to do so. Anyone who defaces school property will pay for the damages.

The walls in the buildings, the furniture in the classrooms, auditorium, library, cafeteria, etc. - in fact, the buildings and whatever fixtures they contain are provided at great expense by your parents, the taxpayers.

Every student should not only refrain from defacing or destroying school property but should make every possible effort to encourage his or her friends and fellow students to care for school property. Help the janitorial staff by placing all paper and waste in the containers arranged for this purpose. Do not throw paper on the campus or on the floors. Any student causing damage to school property either intentionally or through neglect on his or her part will be liable for such damages. (MS Codes 37-11-53, 37-11-19)

Reference Board Policy EBCA (Vandalism Protection) Originally adopted: 12/09/02.

STUDY TIPS - Effective Study Habits

The primary reason for attending school is to prepare the students to be self-directed learners in order to become fully functioning, productive citizens in a global community. One key to performing well in school is the formation of effective study techniques.

1. Set a specific time to study each afternoon or evening.
2. Have a place just for studying in your home.
3. It is important to have a desk or table with sufficient lighting.
4. Write down assignments before leaving the classroom.
5. Eliminate as many distractions as possible.
6. Do not wait until the "last minute" to cram for a test or to prepare an assignment.

DISTRACTING ARTICLES

The classroom is not the place for articles which can create a distraction/disruption. When the student brings such articles to class and does not keep them in their proper place, it can hinder the student's ability to concentrate and can also distract other students. Examples of such articles are comic books, yo-yo's, rubber bands, grooming instruments which are not kept in a pocket or purse, magazines, cap or hat, and other articles of clothing, etc. NOTE: This listing of articles is not all inclusive, and the faculty, staff and administration reserve the right to determine what articles and personal appearance are distracting and/or disruptive.

Any student who displays or causes a distraction/disruption with such articles or personal grooming will have the article confiscated and turned into the principal's office. The parent may claim the article at the end of the school year. All confiscated items will be thrown away ten days after the student's last day of school.

CELL PHONES / BYOD

Cell phones are prohibited for students in K-5 and consequences will be aligned to the school discipline ladder. Students may turn in their cell phones to the office prior to the school day and retrieve them at the end of the day if the school receives a written request from the parent/guardian. Students shall be subject to disciplinary action if and when a cell phone causes a disruption in the classroom or on the campus.

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Lumberton Public School District is committed to showing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible of our students.

The purpose of the Bring Your Own Device policy is to authorize students to bring their own personal technology devices to school for use in our classrooms under certain strict conditions. Lumberton Public School District will now be incorporating the use of such items as personal laptops, tablest, and smart phones with browsing capabilities and/or educational applications and software. As with other personally owned items, the schools shall not be held liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Students who bring their own devices to use at will at all times do so at their own risk.

Refer to Board Policy IJBA

CAR REGULATIONS

Allowing students to bring automobiles on campus is a privilege which, for obvious reasons, must be strictly regulated. The following regulations will apply:

1. In order to park in the student parking lot, an application form must be signed by both the student and parent.
2. Student must have a valid driver's license and be classified as a Junior or Senior.
3. A student must prove that he/she has liability insurance.
4. Upon arriving in the morning, students must leave their cars immediately and move onto the campus.
5. Students will not be allowed to sit in their cars at any time during the school day.
6. Students will not return to their cars until school is dismissed for the day or they have secured permission from the principal.
7. Vehicles will be operated in a safe manner at all times.
8. The abuse of any of these regulations may result in the loss of car privileges and/or suspension or expulsion.
9. Students are required to park properly in parking lots.
10. Students must obtain a parking permit from the principal.
11. Students must park in marked parking spaces only.
12. The approved parking permit must be displayed in the front windshield of the vehicle.
13. The Lumberton Public School District is not responsible for loss or damage to vehicles parked on campus.
14. Private vehicles driven by students, without the express written consent of the principal or designee, may not be used for transport to/from Career Technical School or Alternative School.

USE OF BUILDINGS AFTER SCHOOL HOURS

Any school sponsored organization or group may use the school facilities after regular hours. The request for such use must be written and signed by the organization's officers, if any, and the faculty sponsor. Permission to use one room does not entitle the group or individuals to wander over the building or to use other facilities. After the school buildings are closed to students at 3:30, permission must be obtained to enter the buildings. No student will be allowed in the building after school hours without the presence of the sponsor or other faculty members.

Unsupervised students will be considered trespassers and treated as such. The request to use school facilities will be submitted to the Superintendent of Education for approval.

Reference Board Policy EBH (Use of Facilities) Originally adopted: 12/09/02; Reference Board Policy EBHA (Use of School Property) Originally adopted: 04/08/13; Revision(s) adopted: 07/09/13.

MESSAGES AND GIFTS TO STUDENTS

Please do not call the school and ask for a personal message to be delivered to your child unless it is an emergency. Classes will not be interrupted for the delivery of messages. Parents are asked not to send gifts, flowers, balloons, etc. to their child at school. This causes undue disruption at school. In the event such gifts are sent, they will not be delivered until the end of the school day. Neither balloons nor glass containers can be transported on the bus. Parents are asked NOT to send these.

PARENT/GUARDIAN - TEACHER CONFERENCES

Parent/guardian - teacher conferences are encouraged. The purpose of parent-teacher conferences is to foster communication between the school and parents/guardians relative to the student's development. In the event a parent/guardian desires to meet with his or her child's teacher(s), the following procedure should be followed:

- (1) Parents/guardians should contact the teacher, counselor or secretary at the school for an appointment that is convenient to the parent and teacher and does not disrupt the instructional day.
- (2) Parents/guardians should state the nature and purpose of the conference at the time the appointment is made. This will insure that the teacher has appropriate information needed to answer parent/guardian concerns.
- (3) Parent/guardian - teacher conferences are confidential and should address the individual needs of the student. Conferences with groups of parents/guardians with individual teachers do not provide the proper forum for addressing individual needs of students.
- (4) The teacher and/or parent/guardian may request a neutral third party acceptable to both parties to participate as an observer during the conference.
- (5) If the parents/guardians are not satisfied with the teacher conference, they may request a conference with the principal. The principal will meet with the parents/guardians to determine what action was taken by the teacher. Every effort should be made to resolve the conflict between the parent/guardian and the teacher at the building level. The parent/guardian may then appeal to the Superintendent of the Lumberton Public School District.
- (6) The superintendent will meet with the principal and teacher involved prior to meeting with the parent/guardians to determine what action was taken by the principal and teacher. The decision of the superintendent will be final.

COMPLAINTS AND GRIEVANCES

The Lumberton Public School District provides for the resolving of complaints and grievances as stated below in the School Board Policy Manual:

The Board realizes that there may be conditions in the school system that need improvements and that parents and students should have some means to effectively express their concerns which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly channels and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

A detailed description of the process for handling complaints and grievances can be found in section GAE of the School Board Policy Manual. Copies of this manual are located in the principal's office and on-line.

Reference Board Policy GAE (Complaints and Grievances) Originally adopted: 12/09/02; Approval of policy with no changes made: 6/09/14.

PARENTAL PERMISSION FOR MEDIA RELEASE

While the Lumberton Public School District is selective in granting media access on school campuses, the opportunity to share positive information concerning the educational experiences of students is often requested by outside agencies - local radio stations, local television stations, educational television, or taking pictures of students in the classroom setting or asking students for their opinions or questions about their educational experiences. Any Lumberton Public School District student will be considered for potential participation in such publicity as approved by the Superintendent. All information released will be in full compliance with the Family Educational Rights and Privacy Act. Any parent/guardian not granting permission for their child to participate in media events must notify the school principal in writing of that request. No response will indicate that the parent/guardian releases permission to the Lumberton Public School District regarding media participation of students.

COMPLAINT ABOUT TEACHER

PURPOSE

The purpose of this grievance procedure is to secure at the first possible administrative level an equitable solution to any grievance.

DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based on an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES:

Grievances shall be processed in accordance with the following procedure:

Level One:

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to solve the matter informally.

2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within five (5) days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

3. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.

4. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement along with a statement from the principal or immediate supervisor setting forth his/her response to the grievant and/or his/her decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his/her written statement to the grievant.

Level Two:

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his/her principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the decision of his/her principal or immediate supervisor.

2. The written statement submitted by the grievant to his/her principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit to the superintendent in writing any and all information on his/her behalf which he/she desires not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.

3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal or immediate supervisor at LEVEL ONE.

4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three:

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the School Board.

2. If the grievance is not filed with the secretary of the School Board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered solved.

3. Within five (5) days after receipt of the grievance, the Board secretary, in concert with the Board chairman and superintendent, shall schedule a hearing before the School Board on the grievance.

4. The board shall render its decision within seven (7) days of the hearing.

Reference Board Policy GAEC (Complaint About Teacher) Originally adopted: 12/09/02.

SCHOOL YEAR (ACADEMIC YEAR)

All public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year. If the school board determines that it is not economically feasible or practicable to operate any school within the district for one hundred eighty (180) days required for a scholastic year due to a disaster or state of emergency, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

The local school board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days, which schools must be in session during a scholastic year, as prescribed under Section 37-13-63. However, local school boards are authorized to keep school in session in excess of minimum number of days prescribed in Section 37-13-63.

Legal Reference: Mississippi Code as cited *Mississippi Public School Accountability Standards*

FULL-DAY ATTENDANCE

For a student to be considered in full-day attendance, he or she must be present for 63% of the individual instructional day as fixed by the school board for each public school in the state of Mississippi.

Legal Reference: 39-13-9, Mississippi Code, as amended House Bill 1530, 2013 Regular Session.

USE OF SCHOOL PROPERTY

The Lumberton Public School District's Board of Education will allow the public use of indoor or outdoor school property during non-school hours for purposes of recreation or sport, to support active living, reduce obesity, reduce health care costs associated with obesity, increase community safety, maximize community resources, and promote community support for schools. The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate insurance coverage.

Legal Reference: 20 USC' 7905, HB 540 2012

Reference Board Policy EBH (Use of Facilities) Originally adopted: 12/9/02; Reference Board Policy EBHA (Use of School Property) Originally adopted on: 04/8/13; Revision(s) adopted: 7/09/13.

STUDENTS SPEAKING AT PUBLIC EVENTS

The Lumberton Public School District provides a limited public forum for students to publicly speak at school events, but not limited to athletic events. For each speaker, the District shall set a maximum time limit of three minutes.

School Board Policy: JHCDA

Reference Board Policy JHCDA (Students Speaking at Public Events) Originally adopted: 12/9/02; Revision(s) adopted: 4/8/13.

LUMBERTON HIGH SCHOOL

***SOLICITATIONS AND FUND RAISING**

Educational facilities, personnel, and students will not be utilized in any manner for the promotion or sale of services or products offered by individuals or private organizations operating for a profit. The following are specifically prohibited:

1. Distribution by students or personnel of pamphlets urging students, parents, and/or others to purchase services or products sold for profit;
2. Sale by students or personnel of products or services, except in relation to the school sponsored activities approved by the principal; and
3. Similar activities that would involve the time of personnel and students and interfere with the normal schedules and activities of the school.

Lumberton Schools will earnestly seek to educate students in the services performed by humanitarian agencies, and will encourage students to participate in their financial support and community projects, but fund raising drives should not be conducted by such organizations among the students of the schools during school hours except at the discretion of the building principal with the approval of the superintendent.

In addition, fund raising activities will not be permitted to interfere with the nutrition program of a school.

Written permission from parents should be on file with the activity sponsor prior to allowing any student to participate in a fund raising activity. No student shall be required to participate in any fund raising activity.

Any school club or organization must request and receive permission from the building principal and office of the superintendent to engage in a fund raising activity. The request must be in writing by the sponsor of the club or organization and be approved by the principal. Plans for such activities should be made well in advance of the event and the total fund raising efforts must not be a burden or nuisance to the students, faculty, parents or the community.

***SCHOOL ATTENDANCE POLICY**

Regular attendance and promptness to class are necessary to assure the continuity of the educational program. Time lost from class is irretrievable, and absences tend to disrupt the continuity of the instructional program. Time on task is essential if students are to succeed in their educational efforts. Most teaching is conducted in an orderly sequence of building concepts and practices based on classroom activities and previous academic experiences. If this pattern is broken by poor attendance, neither the student nor the school can expect satisfactory progress. A student's performance on standardized tests, subject area tests, end of course tests, and academic performance in the classroom are directly affected by their attendance. A student must be in attendance 63% of the instructional day in order to be counted present.

School attendance is ultimately the responsibility of students and families. Students should remain out of school **ONLY WHEN ABSOLUTELY NECESSARY**. In addition, Mississippi's Compulsory School Attendance Law provides legal penalties for the parents or guardians who neglect their child's school attendance. The law requires that all students under 17 years of age before the first day of the school year be required to attend school for the entire school year.

ARRIVAL AT SCHOOL: Buildings will be opened at 7:10 AM daily. Upon arrival to school, a student will report to the appropriate areas of assembly. Students are not permitted to remain in cars and not allowed to assemble in the parking lots upon arrival to school. In the event of inclement weather, students will report to the designated area. **After arrival at school, a student must first secure permission from the principal to leave campus for any reason.**

POLICY: In the event of extenuating circumstances, such as extended medical emergency and/or under a physician's care, and if the parent or guardian has met the established criteria for doing so, he/she may request, in writing, to the principal for a waiver of absences. **Note:** The attendance policy allows either 3 or 6 absences regardless of the circumstances for Block classes (1-3 LPSD) and 6 for Period classes (1-7 LPSD).

SUBSTITUTE TEACHERS: Courtesy to a substitute teacher is one of the most vital ways to build good school-community relations. A student who demonstrates an unwillingness to cooperate with a substitute teacher and disturbs a substitute teacher's classroom will be subject to disciplinary action.

TRUANCY: A student is considered truant when he or she is absent without knowledge or consent of parents and/or school officials. Truancy will not be tolerated.

ABSENCES FROM CLASS: A student who is at school cannot be absent from a class without the permission of the school principal. This applies to students who arrive at school late and who leave early. If a student has an excessive number of absences or tardies, he/she may not be permitted to participate in extra-curricular activities such as sports, field trips and school-sponsored events/activities. This determination is at the discretion of the principal.

NOTIFICATION OF ABSENCES: It is the responsibility of the parent or legal guardian to notify the school on the day that the student is absent. Parents are requested to call the school by 9:00 A.M. to notify the school of the reason the student is absent. A record will be maintained of all calls received. If a parent does not call the school to confirm the student's absences, an attempt will be made by the school to reach the parent whether at home or work to notify the parent of the student's absence.

DOCUMENTATION OF ABSENCES: An attendance folder will be maintained for each student. A record of each phone call regarding an absence will be filed in the folder. Any doctor's excuse for absences should be sent to the school the first day the student returns. The excuse will be kept in the attendance folder. **With prior approval, a student can be placed in a home-bound status for absences of 3 or more consecutive days. Home-bound status does not count as an absence if the student keeps up their course work.**

PARENT CONFERENCES: It is strongly recommended that parents meet with teachers concerning attendance matters. It is the responsibility of the parent or guardian to call the school each day a student is absent. It is also the responsibility of the parent or guardian to schedule a meeting to discuss his/her child's attendance records.

NOTES: Notes will be accepted for an absence if the parent's signature and phone number are included on the note. The note must be provided within two (2) days of the student's return to school in order to be considered excused. Notes will not be accepted for a student to check in or out unless it is documented that the parent does not have a telephone, but the phone number of an emergency contact is provided who can verify the request. Documentation will be provided by the attendance forms that the student returns at the beginning of the year.

STUDENT THREATS: The LPSD School Board recognizes that a threat made by a student to harm self, others, or property, creates a risk of injury or death to district employees, students and visitors, and further creates a risk of damage to the property of the district, employees, students, and visitors. The Board hereby establishes a policy to address such risk:

Students who threaten to harm self, others, or threaten to damage or destroy property will be subject to expulsion from LSPD for a term of not less than one year. Students who threaten harm to self, others, or threaten to damage or destroy property must be examined by a licensed private psychologist or psychiatrist at the expense of the parent or guardian to determine appropriateness for either continued attendance or for readmission. The Board will not be obligated to rely solely on such evaluation. The evaluation must include a statement of whether or not the student, in the opinion of the examiner, is a threat to self, to others, or to property. The statement by the examiner must also include recommendations for a behavior plan and other pertinent educational recommendations.

MAKE UP WORK: Students will be allowed to make up work for a grade after an absence as long as the student requests the work within two days after returning to school and has not exceeded the absence policy. Time permitted for work to be made up shall be in direct proportion to the days missed. If a student fails to submit for make-up work without being excused by the teacher, she/he has forfeited her/his right to make up work for a grade.

RESTROOM PRIVILEGE: A student shall receive proper authorization before exiting the classroom for restroom purposes. A restroom "excuse" may include a written excuse or other means of teacher authorization.

VIOLATION OF THE ATTENDANCE POLICY: At the direction of the principal, the attendance committee will review all attendance records of students who have violated the attendance policy.

ACADEMIC DISHONESTY: Utilizing, receiving, or giving unauthorized information of school assignments for unit/chapter tests or exams is not permitted and will not be condoned at Lumberton Schools. A student suspected of academic dishonesty by a teacher will be informed of the allegation in a private and professional manner. If, after investigation, it is found that the student has committed academic dishonesty, a zero will be recorded. If the incident occurs and involves a major assignment, research paper, or nine-week exam, a written discipline referral will be forwarded to the appropriate administrator.

***COURSE TEST EXEMPTION POLICY (Grades 7 - 12)**

At the end of the Fall Semester or 2nd 9 Weeks and the Spring Semester or 4th 9 Weeks, a teacher may opt to exempt students from the semester/final exam if certain criteria are met. All exempt students not attending school on exam day must have a signed parent permission slip on file in order to be counted present on test day. The student must check in and/or check out as their test schedule necessitates. Check-outs by parents should be completed at the end of the scheduled exam to prevent interruptions during testing. (The test day is not counted as an attendance event for the purposes of exemption.) Minimum averages paired with maximum attendance events will be the determining factors. A student may be exempt if the following conditions are met:

- A. At least a 75 average in the class and 1 or less attendance event.
- B. At least a 80 average in the class and 2 or less attendance events.
- C. At least a 90 average in the class and 3 or less attendance events.

For exemption purposes, an attendance event is defined as an absence, a tardy, a check-out, or a check-in. Exempt students who take the exam will only have the grade recorded if it improves their final average. Students must be present for each class the day exemption forms are due to have exemption forms signed by each teacher unless a doctor's excuse is provided.

*** TARDY POLICY**

A student is considered tardy to class if he/she is not in his/her seat when the tardy bell rings. When students are late to class, they interfere with the educational process and create undue classroom disturbances. In order to promote the concepts of timeliness and responsibility in students, the procedures regarding tardiness are as follows:

The 10/10 initiative states that no students will be released from class during the first 10 minutes of class or the last 10 minutes of class for each period. Only office notification will allow students to leave class during this time.

- 1.) Tardiness due to personal illness, illness in the family, death in the family, or other emergencies will be approved if a telephone call from the student's parent/guardian or the person responsible for bringing the student to school is presented **at the time of arrival**. In all cases, the principal/designee in charge of issuing the admit slip may, in his/her absolute discretion, verify any such note or call. Oversleeping, clock failure, missed rides, car problems, etc. will not be excused.
- 2.) Tardiness is excused when the bus that the student is riding is late.
- 3.) Tardiness is excused when a teacher holds a student over too long. In this case, the student must carry an admit slip from that teacher to the teacher of the next class. This slip must contain reason for tardiness, time of release, and teacher's signature.
- 4.) Tardiness is excused when a student is held over in the office. The student must have an excused admit slip from the office showing time of release and signature of office personnel.
- 5.) **First Period Tardies:** The only tardies which shall be excused to first period are:
 - a. Students whose bus is late arriving at school in the morning.
 - b. Students who are accompanied to the office to check-in by their parent. (limited to 3 times per semester)
 - c. Students whose parents call before the student arrives at the office to check-in. (limited to 3 times per semester)
- 6.) 6 or more tardies will be referred to the attendance committee.

***CHECKOUT PROCEDURE**

- Parent/Guardian or designee (on checkout list) must come in to the office to sign student out. Student will not be called from class until parent/guardian or designee is present in the office.
- No phone calls will be accepted as a method of check out.
- Students will not be allowed to check out and walk off campus.
- Those other than parent/guardian wishing to check out a student **MUST** be on the check out form and present a photo ID.
- No checkouts after 2:30 p.m.

Please keep in mind that the procedures listed above are in place for the safety of our students.

***PARTICIPATION**

Students must attend a minimum of three classes (five classes in a 7 period day) in order to participate in school activities on that day or night. Once a student checks into school, that student must remain in attendance the remainder of the school day or be excused in order to be eligible for participation in school activities. If the absence occurs on Friday and the school activity occurs on Saturday, the student will not be allowed to participate.

CHANGE OF SCHEDULE

Students will be permitted to change their schedules only if they are placed in a class they have taken before. All other changes must be approved by the principal.

EXAMINATIONS

An examination schedule will be published in sufficient time prior to the examination for both teacher and student planning.

* ACTIVITIES GUIDELINES

In order to have a successful extra curricular program and to represent Lumberton Schools in a proper manner, the following rules and regulations will apply to MHSAA participants:

1. All participants are subject to Mississippi High School Activities Association rules and regulations and eligibility requirements. See www.misshsaa.com/
2. Participants will be removed from the squad for disciplinary reasons which shall include the following:
 - a. Refusing to follow the directions of the coach or director (e.g. refusing to dress out).
 - b. Possession or use of drugs, tobacco or alcohol at a practice, contest or trip.
 - c. Fighting with any adult (Coach, Official, spectator at any practice, contest or trip).
 - d. A participant who reaches Step 6 of the discipline ladder may be dismissed from the squad.
 - e. A participant who misses a contest without being excused by the coach or director may be removed from the squad.
3. Coaches and directors are not limited to the rules and regulations listed above. Students can be disciplined for other violations. This can include removal from a contest or part of a contest. If a student commits an act which is a serious violation and is detrimental to the squad, the student may be removed from the squad with the approval of the coach or the principal.
4. When a player is not actively participating in a sport, he/she will participate in an off-season conditioning program and will receive an appropriate grade for the course based on participation in class.
5. Practice is essential for success. All participants are expected to do their best and attend every practice. If a participant misses practice, make-up work will be required.
6. A participant must have written notice from parents/guardians to ride home with another adult and be approved by the director/coach.
7. Any initiation or hazing in any sport or activity will not be tolerated and will result in removal from the sport or activity.
8. A permission form signed by the participant and parent must be on file prior to any school trip or activity.
9. **At the discretion of the principal, a student can be removed from any extra curricular activity. Examples include poor grades, disciplinary infractions and excessive absences in classes.**

Reference Board Policy JH/IDE (Student Activities) Originally adopted: 12/9/02; Reference Board Policy IDFB/IDE (Co-curricular Activities) Originally adopted: 12/9/02.

SPECIAL NOTICE FOR ATHLETIC EVENTS

In order for the Lumberton Public School District to abide by the needs and regulations as set forth by the Mississippi High School Activities Association, high standards of conduct must be maintained at all sporting events. Interscholastic athletics allows for the opportunity to engage in friendly competition with other member schools. Sportsmanlike conduct must be displayed by all spectators.

STUDENT COUNCIL

The Student Council is a means by which all students may participate in and share the responsibilities of school activities. The Council operates by the authority and according to the provisions of the Lumberton High School Student Council Constitution.

SENIOR CAREER DAYS

Seniors may have one College Day per year at a college/university of their choice (additional days may be requested in writing addressed to the principal). All seniors will receive an additional Career Day the day of the PRCC Spring Fest. Seniors must bring back documentation of attendance to the office. Seniors will be required to spend 15 hours job shadowing in order to meet the requirements for the senior project.

WITHDRAWAL FROM HIGH SCHOOL

Students withdrawing from Lumberton High School should follow this procedure on the last day of attendance:

1. Obtain a withdrawal slip from the guidance office before going to first period.
2. Have each teacher initial the slip, to include activity period and organization sponsors.
3. Return books to the proper teacher.
4. Clear all fines and fees.
5. Report back to the guidance office for clearance.
6. Clean out locker.

There are currently several graduation options available for high school students in the State of Mississippi:

STANDARD HIGH SCHOOL GRADUATION OPTIONS:

Selection of these options is based on the completion of Carnegie Units and requires that a student pass each of the four subject-area tests (Algebra I, Biology I, English II & U.S. History). Students completing requirements under these options may also satisfy requirements for college entrance.

- **Traditional Option** – Students must complete a minimum of 24 Carnegie Units. Students in Lumberton School District are required to complete 24 Carnegie Units to receive a Traditional Standard High School Diploma.
- **District Option** – Students with disabilities must complete a minimum of 21 Carnegie Units under this option. All other students are required to complete 24 Carnegie Units.
- **Career Pathway Option (Vocational)** – Students are screened and selected for participation in a career technical education program. Students with disabilities must complete 21 Carnegie Units and all other students must complete 24 Carnegie Units for graduation under this option.

NON-STANDARD HIGH SCHOOL GRADUATION OPTIONS:

Selection of these options is decided by the student's Individualized Education program (IEP) Committee. These options do not satisfy the requirements for college entrance.

- **Mississippi Occupational Diploma (MOD)** – This option prepares students with disabilities to enter the world of work by helping students learn basic educational skills that will help them obtain competitive employment after completion of high school.
- **Certificate of Completion** – This **IS NOT A HIGH SCHOOL DIPLOMA**. The Certification of Completion simply acknowledges that a student with disabilities has attended and completed high school coursework.

*Additional information regarding these options may be obtained from the guidance counselor. Parents of students with disabilities must complete documentation noting their choice of graduation option with the guidance counselor.

GRADUATION REQUIREMENTS FOR STANDARD HIGH SCHOOL DIPLOMA OPTIONS

★ Graduation is the act of dressing in cap and gown and being present before the principal of Lumberton High School or the superintendent of Lumberton Public School District and receiving a diploma.

| Curriculum Area | Units | Required Subjects |
|-------------------------------|-------|---|
| English | 4 | English I, II, III, IV |
| Mathematics | 4 | Algebra I, Geometry |
| Science | 4 | Biology I |
| Social Studies | 4 | **MS Studies, World History, U. S. History, |
| Health and Physical Education | 1 | U. S. Government, Economics, Geography |
| Business and Technology | 1 | .5 Comprehensive Health or Family and Individual Health |
| The Arts | 1 | .5 Keyboarding; .5 Computer Applications |
| Electives*** | 5 | |
| Total: | 24 | |

**This credit earned for a State/Local government course in any other state by an out-of-state transfer who enrolls after the sophomore year can stand in lieu of MS Studies or MS State and Local Government.

***Elective courses in band, physical education, choral music and journalism are limited to four (4) units counted toward graduation.

NOTE: For School Year 2014-2015, a student will need 24 units for graduation. 5 of which can be electives. Career Tech students at Purvis will need 24 units for graduation.

Beginning in school year 2005-2006, entering ninth grade students will be required to complete four math units, including Algebra I and one higher math. Students will have a variety of math courses above Algebra I from which to choose, including Algebra II, Geometry, Advanced Algebra, Trigonometry, Pre-Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics.

Reference Board Policy IHF (Graduation Requirements) Originally adopted: 12/9/02; Revision(s) adopted: 3/17/14; Revision(s) adopted: 6/30/14.

SUBJECT AREA TESTING RELATIVE TO MISSISSIPPI GRADUATION REQUIREMENTS

Recently, the State Board of Education approved a new policy that allowed students to use their end-of-course SATP score with their overall course grade to apply for graduation. Students will qualify for this option if their course grade and test score, when evaluated together, demonstrate adequate mastery of course content.

Also in 2015-2016, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test. Please note that starting in the 2016-2017 school year, SATP scores will constitute 25 percent of a student's final grade.

SATP tests are administered to students who have completed Algebra I, Biology I, English II, and U.S. History. Under the new policy, SATP test results will continue to be included in the state accountability model.

These options were established to give students another way to demonstrate that they have mastered their coursework without making the requirement for graduation contingent upon the outcome of any one particular test. The new policy still requires that students enrolled in Algebra I, Biology I, English II, and U.S. History participate in the applicable SATP test in order to earn the Carnegie Unit for the course. Students who fail an SATP test will still be offered opportunities to retest if necessary.

Under the new policy, graduation options are as follows:

Beginning with school year 2014-2015, students may graduate by passing the course and meeting **one** of the following options:

1. Pass the applicable end-of-course Subject Area Test
2. Use the end-of-course Subject Area Test score with the overall course grade (For seniors in 2014-2015 and 2015-2016 only. Starting in the 2016-2017 school year, SATP scores will constitute 25 percent of a student's final grade.)
3. Obtain a score of **17** or higher in the specific subject area on the ACT.
4. Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit/college credit course.
5. Obtain an Armed Services Vocational Aptitude Battery (ASVAB) AFQT (Armed Forces Qualification Test) score of 36 **plus one** of the following:

1. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
2. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.
 1. Obtain the *Silver Level* on the ACT WorkKeys **plus one** of the following:
 1. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
 2. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*. Additional information about the new graduation options can be found at www.mde.k12.ms.us/3804.

SENIOR GRADUATION EXPENSES

Lumberton High School cannot predict if a senior will meet all of the requirements for graduation nor can the high school be responsible for expenses incurred by a prospective graduate. The student will assume responsibility to determine graduation status relative to the purchase of senior items such as invitations and cap and gown. Expenses incurred by a member of the senior class do not guarantee graduation from Lumberton High School. Seniors will not be allowed to order any materials until all fines are paid.

ALTERNATIVE GRADUATION

The Lumberton Public School District will limit the scheduling of formal graduation ceremonies to those honoring senior students who have successfully completed graduation requirements and are in good disciplinary standing. Students who are on Step 5 or above on the Discipline Ladder may not be eligible to participate in the graduation ceremonies.

At the discretion of the superintendent, a separate graduation ceremony may be held for alternative school seniors who have met all requirements for graduation.

Fifth year seniors are subject to the same rules and policies as regular students regarding ISS (must stay all day) and detention (serving detention at regular time).

SENIOR PROJECT

Seniors will successfully complete English IV their senior year, thus gaining one (1) Carnegie unit towards graduation. This course will consist of literature and writing. The project is a culminating assessment for 12th graders that incorporates the skills of writing, researching, speaking, planning and time management. Components of the Senior Project include the writing of a research paper (with the topic approved by the instructor), the development of a related product (with the help of a mentor in that field), a portfolio (which demonstrates their journey throughout the entire research project), and the presentation of findings before a panel of judges (chosen by the instructor and principal).

HONORS AND HIGH HONORS

To graduate with highest honors, a student must have a 95 average or above for four years. To graduate with honors, a student must have a 90 average or above for four years. In order for a diploma to be awarded from this school, the last semester of school credits earned by the senior shall be in residence. In addition, all eligible seniors must participate in graduation exercises unless excused by the superintendent.

VALEDICTORIAN-SALUTATORIAN GUIDELINES

1. The valedictorian will be the graduating senior with the highest cumulative grade point average.
2. The salutatorian will be the graduating senior with the second highest cumulative grade point average.
3. Computation of the cumulative grade point average will include Carnegie units earned in the 8th grade, the seven semesters of all high school course work completed beginning the fall semester of the ninth grade and cumulating at the end of the fall semester of the twelfth grade. Grade point averages will be based on a 4.0 scale and will be computed to the hundredth with no rounding.
4. A student must be in attendance at Lumberton High School during grades 11 and 12 in order to be eligible for valedictorian or salutatorian honors.
5. The valedictorian will deliver the valedictory address during the commencement ceremony.
6. The salutatorian will deliver the salutatory address during the commencement ceremony.
7. In case of co-valedictorian or co-salutatorian status, both will deliver an address.

Included in the computation of GPA are any courses in the following areas: English, Math, Social Studies, Science, Foreign Language, Computer Ed., Health, Business Education and Career Technical Education. In the areas of fine arts and physical education, journalism and other such elective courses, and Career Technical Education 1 Carnegie unit each will be computed into the student's GPA.

DUAL ENROLLMENT

High School seniors may take courses at the University of Southern Mississippi or William Carey University provided that they have a composite score of 24 on the ACT. They may also take courses at Pearl River Community College and Jones County Junior College with a composite score of 22 on the ACT. The course should not interfere with their high school curriculum. Dual enrollment requires special permission and approval by the principal. To be dually enrolled, a student must secure a letter of recommendation from their high school counselor.

SENIOR COLLEGE ENTRANCE REQUIREMENTS

There are four ways to gain admission to a university in Mississippi:

- (1) Complete the College Prep Curriculum with a minimum of 3.2 GPA, **Or**
- (2) Complete the College Prep Curriculum with a minimum 2.5 GPA and score at least 16 or higher on the ACT (at least 650 on the SAT) and rank in the upper 50% of your class, **Or**
- (3) Complete the College Prep Curriculum with a minimum 2.0 GPA and score 18 or higher on the ACT (at least 740 on the SAT), **Or**
- (4) Satisfy the NCAA standards for student-athletes who are "full qualifiers under Division I guidelines."

COLLEGE PREP CURRICULUM

| SUBJECT | CARNEGIE UNITS | REMARKS |
|-----------------------|----------------|--|
| English | 4 | Courses must require substantial communication skills (i.e., reading, writing, listening, and speaking) |
| Mathematics | 4 | Algebra I, Geometry, and Algebra II. A fourth course in higher level mathematics is highly recommended. |
| Science | 4 | Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, and Advanced Physics or any other science course with comparable rigor and content. One Carnegie unit from a physical science course with content at the introductory level may be used. Two of the courses must be laboratory based. |
| Social Studies | 4 | United States History (1 unit), World History (1 unit), (with substantial geography component), government (1/2 unit), and economics (1/2 unit) or geography (1/2unit) |
| Advanced Electives | 2 | Foreign language, world geography, 4th year laboratory based science, 4th year mathematics. One unit must be in foreign language or world geography. |
| Computer Applications | 1/2 | The course should include use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation. |
| 8th Grade Units | | Computer credit will be given for Computer Discovery if proficiency is met. |

Note: Those students wishing to apply for admission to Mississippi universities but not meeting the above standards should contact their counselor or the university of their choice for information on provisional admission. Students are also encouraged to contact community colleges for specific information on their admission standards.

MISCELLANEOUS

HIGH SCHOOL STUDENTS: You are personally responsible for your PERSONAL VALUABLES, textbooks, P.E. clothes and shoes, and any other school or personal materials assigned to you. It is strongly recommended that you keep a lock on your locker.

LOCKS: Locks are provided by the high school for \$2.00 per year rental. Replacement cost of the lock is \$10. All students must rent school locks for their assigned lockers. Any non-school lock will be removed.

SCHOOL INSURANCE: School insurance will be offered to students at a nominal cost. This is a service offered by our school. It is the responsibility of the student and the parent to submit claims resulting from injury if such injury is covered by insurance. School officials will help students and parents in preparing such claims.

SCHOOL OFFICES: The various offices of the school are to be used to conduct the business of the school. The HIGH SCHOOL TELEPHONE number is 796-2451 and the ELEMENTARY SCHOOL number is 796-3721. Students will not be allowed to use the telephone unless it is an emergency. If a need arises, the person in charge of the office will make the call.

SUMMER SCHOOL REGULATIONS

A maximum of one carnegie unit may be earned each year in summer school and a maximum of four (4) carnegie units can be used to meet graduation requirements.

The approval of the principal must be obtained before final enrollment of students in summer school. No more than four units earned in summer school may be counted toward graduation.

According to School Board Policy, students are only allowed to take courses in summer school that they have failed.

CORRESPONDENCE

No more than one unit earned through correspondence courses may be counted toward graduation. Approval of the principal must be obtained before enrolling in correspondence courses.

STUDENT FEES

Operating on the premise that student fees should be charges only if they are absolutely necessary to enhance the educational program, the Lumberton School Board authorizes each school to charge reasonable fees, but not more than the actual cost.

For complete details regarding student fees, refer to the School Board Manual, Section JHA (MS Code 37-7-335).

STUDENT RECORDS

Permanent school records are kept on all students in their respective schools. These records enable maximum information to be gathered as the school endeavors to provide for each student's needs. Upon parental or legal guardian's written request, the permanent record of that parent or guardian's child shall be made available. Students 18 years of age or older shall be granted like opportunities upon written request. No records or record information shall be released to third parties, unless written approval has been given the school by the student's parents/guardians or the student who is 18 years of age or older.

When a student transfers from this school system to another, the student's records will be forwarded upon request to the receiving school. The Lumberton Public School District is required to verify the actual residence of any student requesting transfer of records.

The following information is considered directory information and can be released to the public: honors information, scholarship information, photos/videos, and grade classification. Any student's parent/guardian who does not want this information released must contact the school in writing within the first ten school days after receiving the student/

2015-2016 COURSE OFFERINGS

Business & Technology Courses

Computer Applications
Keyboarding
Personal Finance
STEM

**Career Technical Education

Automotive I/II
Construction Trades I/II
Engineering I/II
Health Science I/II
Metal Fabrication I/II
Teacher Academy I/II

English Courses

Business & Professional Writing
Creative Writing
CCR English I
CCR English II
CCR English III
CCR English IV
Journalism
***SREB Literary
Technical Writing
World Literature

Fine Arts

Band
Drawing I/II
General Music
Paint I/II
Strings

History Courses

Economics
Field Experience in Social Studies
Government
Local Culture
Mississippi Studies
Personal Leadership
Problems in American Democracy
Psychology
Sociology
US History
Introduction to World Geography
World History
World History AP

Science Courses

Astronomy
Biology I
Biology II
Chemistry
Earth Science
Environmental Science
Human Anatomy & Physiology
Introduction to Biology
Marine Biology
Physics
Zoology

Math Courses

Calculus
CCR Algebra I
CCR Algebra II
CCR Algebra III
CCR Geometry
Compensatory Math
Foundations to Algebra
***SREB Math

Vocational

Family Dynamics
Contemporary Health

Other

Spanish I
Spanish II
Employability Skills
General Physical Education

***SREB courses are specifically designed to ensure that graduating seniors have mastered the math and literacy skills needed in order to be deemed "college ready". Successful completion of these courses may help students avoid taking (and paying for) remedial courses in college which do not count towards their degree credits.

****All other AP courses are offered through MVPS.

*****Dual Enrollement opportunities are available electronically

SUBJECT PREREQUISITES

Biology II: Biology I

Marine Biology/Zoology: Biology I and Biology II

Chemistry: Biology I and II, Algebra II

Geometry: Algebra I

Algebra II/III: Algebra I, Geometry

Calculus: (Same as required for Algebra II), Algebra III or Trigonometry and Pre-Calculus

English: English Courses must be taken in proper sequence: I, II, III and IV

***Career Technical Educational Courses are offered in collaboration with Lamar County Career Technical Center. These programs are selective. Students are screened for academic progress, conduct and potential for successful completion of the program. Courses taught at the vocational center are 2 credit units each and are geared towards preparing students for direct entry into a technical career of their choice. Students who successfully complete a two-year program **and** maintain a cumulative average of 80 and above may qualify for either a partial or full Career Technical Education Scholarship to a Mississippi Community/Junior College.*

HONOR ROLL

There will be two honor rolls published at the end of each nine weeks. To qualify for the Honor Roll, a student must have at least 2 A's with no grade below a B. To qualify for the all "A" Honor Roll, a student must earn an "A" in each subject.

GRADE SYSTEM

Numerical grades are used in grading. Equivalent letter grades are:

| | |
|--------------|-------------|
| (90 - 100) A | (65 - 69) D |
| (80 - 89) B | (0 - 64) F |
| (70 - 79) C | |

*Career/Tech grading gives an "A" for the score of 93-100

A number of factors are used in determining a student's grade: daily classwork, homework, class participation, test grades, promptness in completing work, special projects, etc. Parents are encouraged to contact teachers, counselors, and/or administrators concerning any questions relative to a pupil's progress.

- A. There shall be two grading periods per semester.
- B. All grades awarded regular education students in grades 7-12 shall be awarded on the basis of grade level work. Grades awarded students who have been ruled eligible for Special Education services and who are actively participating in the district's Special Education program(s) shall be based on the attainment of goals and objectives set forth in the student's IEP.
- C. A minimum of nine grades shall be recorded for each student in each academic course during each grading period unless written exception is granted by the principal. No grades above 100 will be awarded. There must be a minimum of 3 test grades and 6 daily grades each grading period.
- D. Core objective tests will be given during each grading period and shall be used to determine each student's mastery of the district's basic core objectives. Students must have demonstrated mastery of each core objective prior to the recording of any grade on the student's report card or cumulative record. An I (incomplete) will be recorded for any student failing to have demonstrated mastery of core objective(s) and shall remain on the student's record until such time as said student has removed the deficiency or until the end of the year, at which time an "F" will be recorded.
- E. Mid-semester (end-of-term) tests shall be administered to students in each class at the mid-point of each block, and shall count 1/4 of the grade. Other student evaluations such as daily tests, unit tests, homework, class participation, etc. shall count 3/4 of the grade.
- F. The final course grade for each block shall consist of the mid-semester grade and the end of semester grade. These two terms shall be averaged together to determine the final grade for that block course.
- G. Class rank (seniors) - Regular courses will not be weighted and will receive the numerical grade earned. College Prep classes will have a .02 factor added to the numerical grade. (i.e. $92 \times 1.02 = 93.84$). Advanced Placement courses will have a .05 factor added to the numerical grade. (i.e. $92 \times 1.05 = 96.6$). For determining class rank, the actual numerical grade earned after adding the weighted factor will be used. (i.e. A.P. English $98 \times 1.05 = 102.9$)

****NOTE: The school year consists of two individual semesters.** Each semester is divided into two terms. Therefore, we have two semesters each year consisting of two terms each or four terms total.

Reference Board Policy IHA (Grading System) Originally adopted: 12/9/02; Revision(s) adopted: 9/9/13.

REPORTING STUDENT PROGRESS

Report cards shall be issued at the end of each grading period. Vocational reports shall be issued when grades are received from the vocational center. Numerical grades shall be used on report cards and cumulative records to report student achievement.

In order for a student to receive credit for any course, the student must pass 100% of the state core objectives for that course.

Any student who has not demonstrated mastery of a core objective(s) set by the State of Mississippi and/or the Lumberton Public School District for any grading period in any academic subject will be given an I for that grading period. The I will be converted to an F at the end of the year if the student has not removed the deficiency.

PROMOTION/RETENTION

Students in grades 9-12 will be awarded credit when they have earned a passing average in the teacher's evaluation of the student and demonstrated mastery of all required district and state core objectives.

Any student who has received an I on a core objective(s) shall be required to remove the basic core deficiency(ies) prior to receiving credit.

All special education students will receive the same report card as regular students.

Transfer of students shall be done only upon recommendation of the principal and approval of the superintendent.

Teachers and administrators are responsible for the early identification of students who are not meeting promotion standards. If a student is not meeting promotion standards, parents may receive written notification from the school no later than four weeks before the end of the semester. In many cases, some teachers will notify parents by phone.

UNITS REQUIRED FOR PROMOTION

| <u>Traditional Route</u> | <u>Career/Technical Route</u> |
|-----------------------------|-------------------------------|
| 0 - 6 9th Grade | 0 - 6 9th Grade |
| 6.5 - 12.0 10th Grade | 6.5 - 12.5 10th Grade |
| 12.5 - 18 11th Grade | 12.5 - 18 11th Grade |
| 18.5 - 24 12th Grade | 18.5 - 24 12th Grade |

24 credits required

24 credits required

Reference Board Policy IHE (Classification/Promotion/Retention) Originally adopted: 12/9/02 Rev. 6/14

STUDENT PROGRESS REPORTS

Reports of student progress and attitudes will be sent to parents or guardians. During the fifth week of each term, the student WILL sign a statement that they have received the report and that they will deliver the report to their parent or guardian.

"HANDS OFF" POLICY

Students are to keep hands, feet, and objects to themselves at all times. NO physical contact is allowed. This policy is to protect the privacy of all persons and to prevent negative actions/results. There is to be ABSOLUTELY NO public display of affection at any time. Violation of this policy will result in students being subject to disciplinary action.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

*STATEMENT ON DISCIPLINE

The Administration is mindful of both student and public concern relative to student discipline and protection while in school. The board has upheld its responsibility to provide a school atmosphere conducive to learning and will continue to support positive policies necessary for appropriate discipline. The policies herein are based on the assumption that students who come to the school to learn will cause no trouble nor get in trouble caused by others. Further, the problem of discipline and conduct is minimized when students come from homes where parents have a positive attitude toward learning and necessary change.

1. Any student who starts a disturbance or who participates in one may be suspended from school immediately and will be able to reenter only after a satisfactory assurance has been given to the principal by the student and by his parents or guardians that there will not be a reoccurrence of this sort of behavior.

2. Upon entering the school campus, all persons other than school employees and students enrolled in school must first go to the principal's office to secure admission to the campus; otherwise they will be considered to be trespassers and as such, subject to arrest and prosecution.

3. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be (after teacher correction has proved ineffective) referred to the principal's office. The counselor and principal or his designee will review the case and try to resolve the problem. A student who repeatedly has been sent from class will be suspended from school.

4. The Board will continue to support and protect its teachers and administrators when they are making a conscientious, professional effort.

5. **Classes will be in progress during the lunch hour. They must not be disturbed by students going to and from the cafeteria.**

6. Field Trips: Students who are not passing a course or have discipline referrals in a course, at the discretion of the principal, are not eligible to participate in field trips.

7. Disturbances may occur on campus. These disturbances are intensified by students who are not initially involved but after arriving at the scene become involved. Therefore, **any student who runs, talks loudly, incites or in any way promotes a disturbance, will be punished as if they were involved in the initial incident.** Problems do occur, and students are hereby warned to stay away from and immediately leave the area of a disturbance. An example of such activity is a fight. Students will not help or in any way assist in breaking up a fight. They are expected to leave the area. If observed running to a fight, they will be punished.

8. Cameras may be installed in classrooms and used to monitor all activities.

* STUDENT DISCIPLINE POLICY

Citizenship in a democracy requires respect for the rights of others. The students at Lumberton High School shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall display respect for constituted authority and shall conform to school rules and regulations and provisions of law which apply to the conduct of juveniles or minors.

All students are expected to behave properly at all times. No student has the right to prevent teachers from teaching or other students from learning.

Gang related activities such as jewelry, signs or other student actions which indicate gang support or affiliation are prohibited. **There are no warnings.**

Students should not be on campus before or after normal school hours Monday through Friday. Students are not authorized to be on campus on weekends or holidays unless supervised by a school representative. Students in grades 9-12 will not use the playground equipment.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

*** STUDENT UNIFORM POLICY (K - 12)**
2015 - 2016 • (7:00 A.M. - 4:00 P.M.)

The Board of Trustees of the Lumberton Public School District has mandated a school uniform for the students in grades K-12. The policy is mandated beginning in the 2008-2009 school year. The dress code outlines the only acceptable form of attire approved to be worn by the students of this district. Every component of the student attire should be appropriate in length and/or size. Appropriate is defined as that which properly covers the body and which is in good taste. The designated principals may allow some modifications to the dress code on designated days. **The principal shall have the final decision about appropriateness of the length/size of the clothing.** All class pictures will be taken in school uniform. Shirts are to be worn of appropriate length and shirt tails tucked into pants, skirts, or shorts. Clothing must fit properly. Extremely tight fitting clothing is not acceptable. Oversized clothing “sagging” and/or “hip huggers” clothing is not acceptable. Underclothing shall be worn.

Reference Board Policy JCE (Dress Code) Originally adopted: 12/9/02.

PANTS OR CAPRI PANTS

- Solid Colors: Khaki or Black
- Cuffed or uncuffed, properly hemmed
- Pleated or unpleated
- With or without elastic
- The construction shall be uniform quality, wash-n-wear, or permanent press fabric.
- No denim, skinny jeans, carpenter pants, warm-up pants, wind-suits, overalls, hip huggers, low-riders, sweat pants, etc.
- Leggings cannot be worn as a primary bottom.

WALKING/BERMUDA SHORTS

- Solid Colors: Khaki or Black
- Cuffed or uncuffed; pleated or plain front
- With or without elastic (see belt section)
- The construction shall be uniform quality, wash-n-wear, or permanent press fabric.
- Length: not more than 4” above the knee

JUMPERS/SKIRTS/SKORTS

- Solid Colors: Khaki or Black
- Round, square, v-neck, straight, A-line or pleated
- No slits or wraps
- Length: See above
- The construction shall be uniform quality, wash-n-wear, or permanent press fabric.
- Styles: Box pleat, regular, straight, A-line

KNIT POLO (Style) SHIRT (2 or 3 buttons)

- Solid Colors: (K-5) Black, white, red or gray; (6-8) Red or gray (9-12) Black or white
- Collar
- Long or short sleeve
- With or without pockets
- No visible emblems, trademarks or logos larger than 2”
- All shirttails must be tucked into the student’s pants, skirts or shorts

JACKETS/COATS

- No trench style coats
- Lumberton sweatshirts and hoodies may be worn Kindergarten -12 Grade. (Hoods can only be worn outdoors)

MEASURES WHICH WILL BE EMPLOYED FOR STUDENTS NOT IN COMPLIANCE WITH THE DRESS CODE POLICY

1. Students new to the district and enrolling on or after the first day of school will have five (5) school days to comply with the dress code (mandatory uniform). Principals may exercise discretion regarding dress code (uniform).
2. The administration at the school shall confer with the parent of each student who fails to comply with the dress code.
3. The offenses are cumulative for the entire school year, with no probationary period.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

SHOES

- Shoes with wheels, cleats, platforms, stilettos are not allowed

JEWELRY

- Jewelry should not pose a safety hazard (i.e. no spiked jewelry, oversized chains, etc.)
- Authorized jewelry items may not be replicas of weapons, or contraband nor contain inappropriate language
- Pierced jewelry is limited to the ears of female students only

HAIR ACCESSORIES

- No bandanas, hats, caps, scarves, or do rags
- No picks or combs

BELTS

- If belt loops exist, belt is mandatory
- ❖ **Clothing should not be suggestive, disruptive or revealing.**
- ❖ **No black on black attire will be permitted.**
- ❖ **All facial hair shall be neatly groomed at all times.**
- ❖ **Students will not color their hair in a color which distracts or disrupts the classroom. Examples of prohibited hair colors are blue, green, orange, bright red, etc.**
- ❖ **No visible tatoos permitted. If a student has a tatoos, appropriate clothing must be worn which completely covers the tatoos.**

**Exception Statement: No visible emblems, trademarks, or logos larger than 2” except Lumberton School name, Lumberton Public School District approved Panther and/or Lumberton School extra curricular groups.*

* STUDENT CONDUCT ON SCHOOL BUSES

Instructions to Pupils Who Ride School Buses: Loading and Unloading

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load or unload.
10. Use a handrail while getting on and off the bus.
11. If possible, wear white or light colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
12. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus.

While on the Bus

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., combustibles, large articles, weapons.)
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of the bus driver and safety monitor.

Note: Teach pupils to be on the alert for all dangers and explain possible consequences for not obeying the above rules. Riding the school bus is a privilege. The privilege can be denied pupils by suspending them from the bus for improper conduct.

School Bus Infractions

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failure to remain seated
4. Refusing to obey driver
5. Fighting/pushing/tripping
6. Hanging out of windows
7. Throwing objects in or out of bus
8. Lighting matches/smoking on bus
9. Spitting/littering
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous, and annoying conduct
13. Destruction of property
14. Other misbehavior which disregards safety, well-being and respect for others

DUE PROCESS

Constitutional due process requires that students be forewarned of conduct that may result in disciplinary sanctions. Written codes of student conduct posted in the handbook and distributed annually to students is the usual way of placing students on notice about prescribed behaviors. Oral notice of a regulation may satisfy the constitutional requirement if school officials can show that oral notice did in fact warn the students about the expected behavior. However, written regulations are preferred and will be used whenever possible.

Constitutional due process is not a fixed set of procedures; the requirements, which always seek to achieve fundamental fairness, vary according to the disciplinary sanction to be imposed. The US Supreme Court recognized in *Goss vs Lopez* that there is no suggestion that a student has a constitutionally protected interest in separate components of school - athletics, clubs, bands, chorus, social events, etc.- that compromise the educational process.

Following similar reasoning, other courts have ruled that constitutional due process is not required before decisions about participating in athletics, membership on the cheerleading squad, removal from bus transportation, cancellation of a school play, entrance into an honor society, who shall play first trumpet in a band, participation in the graduation ceremony, exclusion from attendance at school activities, assignment to in-school suspension, etc.

In 1977, the Supreme Court itself decided that the prior notice and a hearing are not required by the Fourteenth Amendment before the administration of corporal punishment. In addition, courts have consistently ruled, both before and after *Goss*, that the minor punishments so traditionally a part of school discipline - counseling, admonition, reprimand, detention, additional assignments - do not require constitutional due process.

The practice of telling students what they are accused of doing and the evidence against them (notice), and allowing them an opportunity to explain their version of the facts (hearing) before imposing any punishment contributes to achieving fundamental fairness.

Reference Board Policy JCAA (Due Process – Student’s Rights) Originally adopted: 12/9/02.

*** DISCIPLINARY CONFERENCES**

1. A parent/legal guardian of a compulsory school-age child enrolled in the Lumberton Public School District may be requested to appear at school by the school attendance officer or an appropriate school official for a disciplinary conference regarding the acts of the student.
2. A parent/legal guardian of a compulsory school-age child enrolled in the Lumberton Public School District who refuses or willfully fails to attend a disciplinary conference may be summoned by the Superintendent or the school principal and may be required to attend a discipline conference.
3. A parent/legal guardian of a compulsory school-age child enrolled in the Lumberton Public School District who refuses or willfully fails to attend a discipline conference shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).
Legal reference: 37-11-53, Mississippi Code of 1972, as amended Senate Bill 2239, 2001 Regular Session.

LUMBERTON ELEMENTARY SCHOOL (K - 8)

ATTENDANCE POLICY

Regular attendance and promptness to class are necessary to assure the continuity of the educational program. Time lost from class is irretrievable, and absences tend to disrupt the continuity of the instructional program. Time on task is essential if students are to succeed in their educational efforts. Most teaching is done in an orderly sequence of building concepts and practices based on classroom activities and previous academic experiences. If this pattern is broken by poor attendance, neither the student nor the school can expect satisfactory progress. A student's performance on standardized tests and academic performance in the classroom are directly affected by their attendance.

School attendance is ultimately the responsibility of students, parents/guardians, and families. Students should remain out of school **ONLY WHEN ABSOLUTELY NECESSARY**. A student who is at school cannot be absent from a class without the permission of the school principal. If a student has an excessive number of absences, he/she will not be permitted to participate in extra-curricular activities such as sports, field trips and school-sponsored events/activities.

- The Mississippi State Legislature has established the Office of Compulsory School Attendance Enforcement within the State Department of Education (effective July 1, 1998). This office is responsible for the administration of a statewide system of enforcement of the Mississippi Compulsory Attendance Law. (Section 37-13-91) and supervision of the 153 School Attendance officers throughout the state. An officer is assigned locally.

Any child with five (5) unexcused absences will be reported to the school attendance officer & court for appropriate consultation between the officer and parents/guardian. When the child has twelve (12) unexcused absences, the law provides that charges of "Educational Child Neglect" may be brought against the parent/guardian. Potential punishment for Educational Child Neglect is a fine of up to \$1000.00 or one (1) year in jail. After a student has exceeded ten (10) unexcused absences, he/she must present a doctor's excuse for each additional day missed not to exceed fifteen (15) days.

- The Lamar County Youth Court will be notified when a student has five (5) unexcused absences and again when twelve (12) unexcused absences have been accrued.

Excused Absences: (Work missed can be made up). The school will determine whether or not said absence is excused or unexcused as defined below. An excused absence is one of the following:

1. Personal illness (confirmed by a doctor's excuse, or a note from a parent/guardian).
2. Dental excuse
3. Serious illness or death in the immediate family
4. An emergency or extenuating circumstance
5. School sponsored activity

Unexcused Absences: When a student accumulates five (5) unexcused absences, a report will be made to the attendance officer.

It is a state requirement that a parent either write a note to the principal explaining the reason for the absence or provide a doctor's excuse within two (2) days of the absence. If the student is taken to the doctor, a doctor's excuse should be sent to the teacher. With documented evidence of illness, a building level committee consisting of both principals, the student's teacher and the grade chairman may waive the excessive absences.

The parent/guardian of students who are absent for ten (10) days in a year course will be notified by telephone, letter or in person of the student's absentee record and the consequences of further absenteeism. The notification will be documented by the principal.

Upon a student exceeding the maximum number of absences (15 days), the principal or principal's designee will notify the student's parents/legal guardians in writing thereof, and will also notify the Superintendent of schools, said notice to include the consequences of the student's excessive absenteeism.

**A maximum of five (5) parent notes will be accepted for excuses in a school year at the discretion of the principal.

- **FULL-DAY ATTENDANCE:** For a student to be considered in full-day attendance, he or she must be present for 63% of the individual instructional day as fixed by the school board for each public school in the state of Mississippi.

Reference Board Policy JBD (Absences & Excuses/Attendance/Make-up Work/Tardiness) Originally adopted: 12/9/02.

TARDY POLICY

Students are required to arrive at school and be in class before the tardy bell (7:45 a.m.). **Any student arriving at school after the tardy bell must be escorted to the principal's office by parent/guardian to obtain permission to enter class.** It is the parent's responsibility to see that his/her child is on time for school.

Students who are tardy for reasons such as late from breakfast, will be sent to the office to get a tardy slip and reported by the teacher to the principal's office by intercom. Students may receive disciplinary action depending on the number of tardies received.

Tardies accumulated by a student in multiples of five (5, 10, 15, etc.), will be reported to the school attendance officer. For example, when a student receives five (5) tardies, a report will be made to the attendance officer and the following disciplinary action may be administered:

1. Letter to the parents from the principal, a copy of which will be placed in the student's file.
2. Recess detention.

Reports will continue to be made as long as tardies accumulate and further disciplinary action may be taken. Bus students arriving late to school due to district transportation problems will not be considered tardy.

PERMISSION SLIPS

For a child's protection, permission slips are required for any changes in transportation from school.

1. Ride home with another person.
2. Ride to ball practice with another person.
3. Remain after school for any reason
4. Participate in a school-approved field trip
5. Permission slips to ride a different bus **MUST** include the Bus #, Load #, and the address.

Students riding buses are expected to ride the bus home unless he/she has written permission to do otherwise. Written permission must be signed and dated by the parent/guardian and approved by the principal.

CHECK OUT PROCEDURE

- Parent/Guardian or designee (on checkout list) must come in to the office to sign student out. Student will not be called from class until parent/guardian or designee is present in the office.
- No phone calls will be accepted as a method of check out.
- Students will not be allowed to check out and walk off campus.
- Those other than parent/guardian wishing to check out a student **MUST** be on the check out form.

Please keep in mind that the procedures listed above are in place for the safety of our students.

AUTOMOBILE PICK-UPS / LOADING AND UNLOADING STUDENTS

1. All students riding in private vehicles should be let out in front of the District Office on 10th Avenue each morning.
2. Students riding in private vehicles will be picked up in front of the District Office on 10th Avenue.
3. Traffic should remain in a single line. **DO NOT PASS! DO NOT PARK AND LEAVE YOUR VEHICLE IN THE CAR LINE. DRIVE SLOWLY AND WATCH FOR CARS ENTERING PARKING LOT NEAR THE CURVE ON SECOND STREET.**
4. If you plan to walk your child into the building, you should park in the Tech Prep or other designated parking lots **NOT** in front of the Elementary building and sign in through the office.
5. No drop offs in the bus line or on Highway 11.
6. Students who are dropped off must arrive at the unloading area between 7:05 and 7:40. Students who arrive after this time must be brought to the office by a parent for check-in.
7. Students who wish to eat in the cafeteria for breakfast **MUST** arrive by 7:25 to have sufficient time to eat.

GRADE SYSTEM

Numerical grades are used in grading for grades 1-8. Equivalent letter grades are:

(90 - 100) A (80 - 89) B (70 - 79) C (65 - 69) D (0 - 64) F

***COURSE TEST EXEMPTION POLICY (Grades 7 - 12)**

At the end of each grading period, a student may opt to be exempt from the nine weeks exam if certain criteria are met. All exempt students not attending school on exam day must have a signed parent permission slip on file in order to be counted present on test day. The student must check in and/or check out as their test schedule necessitates. Check-outs by parents should be completed at the end of the scheduled exam to prevent interruptions during testing. (The test day is not counted as an attendance event for the purposes of exemption.) Minimum averages paired with maximum attendance events will be the determining factors. A student may be exempt if the following conditions are met:

- A. At least a 75 average in the class and 1 or less attendance event.
- B. At least a 80 average in the class and 2 or less attendance events.
- C. At least a 90 average in the class and 3 or less attendance events.

For exemption purposes, an attendance event is defined as an absence, a tardy, a check-out, or a check-in. Exempt students who take the exam will only have the grade recorded if it improves their final average. Students must be present for each class the day exemption forms are due to have exemption forms signed by each teacher unless a doctor's excuse is provided.

A number of factors are used in determining a student's grade: daily classwork, homework, class participation, test grades, promptness in completing work, special projects, etc. Parents are encouraged to contact teachers, counselors, and/or administrators concerning any questions relative to a pupil's progress.

A. There shall be two grading periods per semester.

B. All grades awarded to regular education students in grades 1-8 shall be awarded on the basis of grade level work. Grades awarded to students who have been ruled eligible for Special Education services and who are participating in the district's Special Education program(s) shall be based on the attainment of goals and objectives set forth in the student's IEP.

C. A minimum of nine grades shall be recorded for each student in each academic course during each grading period unless a written exception is granted by the principal. (3 Tests and 6 Daily **minimum**)

D. Mid-semester tests shall be administered to students in grades 3-8 at the mid-point of each block, and shall count 1/4 of the grade. Other student evaluations such as daily tests, unit tests, homework, class participation, etc. shall count 3/4 of the grade. These mid-semester tests shall be optional for Special Education classes.

****NOTE:** The school year consists of four nine week terms.

Reference Board Policy IHA (Grading System) Originally adopted: 12/9/02; Revision(s) adopted: 9/9/13.

REPORTING STUDENT PROGRESS

Progress reports shall be issued during the fifth week of each grading period. Report cards shall be issued at the end of each grading period. Numerical grades shall be used on report cards and cumulative records to report student achievement.

PROMOTION, RETENTION, GRADING, PROGRESS REPORTS AND REPORT CARDS

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Promotion / Retention for Grades K - 3:

In order to be promoted to the next grade, a student will fulfill the following requirements:

1. Successfully complete designated curriculum and benchmarks.
2. Pass three academic subjects: Reading, Language, and Math.
3. Comply with the Lumberton Public School District Attendance Policy.

Promotion / Retention for Grades 4 - 8:

In order to be promoted to the next grade, a student will fulfill the following requirements:

1. Successfully complete designated curriculum and benchmarks.
2. At these grade levels, students will be required to pass English and Math. **Failure** of a combination of any two subjects will result in retention. (Any two subjects includes: Prep. Classes, ICT Classes, Science, Reading, Social Studies, and others.)
3. Comply with the Lumberton Public School District Attendance Policy.

Reference Board Policy IHE (Promotion and Retention) Originally adopted: 12/9/02.

CONFERENCES

If at anytime parents desire to have a conference with a teacher, call the school office so arrangements can be made. Conferences should be held between the child's parent/legal guardian or designee and the school. No conferences will be held during instructional periods.

FIELD TRIPS

Field trips are taken as an extension of the instructional program. Advance notification of out of district field trips will be given to parents/guardians. Students who have discipline infractions or excessive absences may not be allowed to take field trips. In order for students to participate in field trips, the parents/guardians must grant permission. Parents/guardians must sign a permission form that authorizes school personnel to seek and secure any and all medical attention that may be necessary should the child become injured or ill during the trip. Parents must assume the responsibility for payment of any costs involving necessary medical treatment for their child. Students' lunches for field trips can be purchased from the cafeteria. The cost to each student will be his/her regular lunch price.

Since field trips are an extension of the school/classroom, a student attending a field trip, must be present at school on the day of the trip and ride school transportation. Parents may check their child out following a field trip to ride in their transportation as long as prior approval has been granted by administration. Please send these requests in writing at least one day in advance.

****NOTE:** Only students enrolled in school and school staff are permitted to ride the school bus.

END OF THE YEAR AWARDS

Lumberton Elementary will recognize the following achievements of its students at the End of the Year Awards Program. Some of the awards that will be given are listed below and will be given to students who have met the qualifying criteria in the following categories for each nine weeks:

All A's Honor Roll (Consists of students who have made all A's for each nine weeks of the current school year.)

A & B Honor Roll (Consists of students who have made A's & B's each nine weeks of the current school year.)

Highest Average Awards (Are given to students with the highest average in each Subject Area by class in grades K-5 and by grade level for grades 6-8.)

Citizenship (Students are selected by teachers for displaying positive behavior traits and good character.)

DISTRACTING ARTICLES

The classroom is not the place for articles which can create a distraction/disruption. When the student brings such articles to class and does not keep them in their proper place, it can hinder the student's ability to concentrate and can also distract other students. Examples of such articles are comic books, yo-yo's, rubber bands, grooming instruments, electronic devices and games which are not kept in a pocket or purse, magazines, cap or hat, and other articles of clothing, etc. NOTE: This listing of articles is not all inclusive, and the faculty, staff and administration reserve the right to determine what articles and personal appearance are distracting and/or disruptive.

Any student who displays or causes a distraction/disruption with such articles or personal grooming will have the article confiscated and turned into the principal's office. **1st Offense:** Parent may pick up the item from the principal after 10 regular school days. **2nd Offense:** The parent may pick up the item at the end of the current school year within two weeks of the last day of school for students.

INSTRUCTIONAL TIME

We ask for your cooperation in protecting instructional time at our school. We encourage your attendance at various events and activities at school; however, we ask that you do not take students out of class following these activities until the end of the school day. The student is missing valuable instruction time that cannot be made up. Checking out of school early as well as arriving to school late severely impacts the classroom's instructional program and each child's progress.

USE OF POSITIVE REINFORCEMENT

An essential part of any disciplinary plan is to emphasize and reward positive, appropriate behavior. The student who respects authority, school property, and the rights and property of others shall be rewarded. The ultimate goal in the school environment is to teach every student to respect the rights of teachers to teach and the rights of other students to learn and work in a safe, healthy, wholesome environment. Therefore, each teacher emphasizes a positive reinforcement plan to reward students who exhibit quality behavior. Lumberton students will be offered incentives throughout the school year (i.e. movie/popcorn) for exhibiting quality behavior and academic performance. Notification of incentive events will be sent home with the students.

DYSLEXIA SCREENING

The Lumberton Public School District will ensure that students will receive dyslexia screening in the spring of kindergarten and the fall of first grade.

Legal Reference: Mississippi Code of 1972 Annotated Section '37-173-15

STUDENT LEADERSHIP TEAM

Students in the 6th - 8th grade may participate in Student Council after being elected to those positions by their peers. Each homeroom elects one class representative. Officers elected from the 6th - 8th grade include president, vice-president, secretary and reporter. Students must meet the following criteria to be eligible to run for leadership positions:

Academic grades - Must maintain a "C" average.

Attendance - Must not miss more than 8 days the previous year.

Discipline - Must not have more than two discipline referrals for previous year or have no major infractions.

SUMMER TUTORING

Tutoring services received from outside community agencies that are not accredited institutions do not constitute an extension of regular school term. Students who did not meet state proficiency levels on testing and students who did not master all objectives in their grade are encouraged to get help over the summer; however, only those students with basic knowledge or above (as defined by our state testing structure) and those with yearly averages above 60 will be allowed to take an alternative form of the district exit exam for possible promotion after completion of a summer tutoring program. These students must receive written approval from the principal before enrolling in the program and provide work samples on the day of the scheduled exam. A fee of \$20.00 will be required for administration of the exam. Arrangements should be made with the principal before the last teacher workday of the school year. These exams must be taken before the last working day in June or scheduled with the principal.

TST TIER STRUCTURE

The Mississippi Department of Education has developed a three-tier system for assisting struggling/at-risk students. Please follow the system explained below when taking a student through this process. Remember, TST is a process designed with every student in mind. (*Students learn at different rates and to different degrees of difficulty. It is our job as educators to find what works for each one of them.*)

TIER I:

Tier I consists of "Quality Instruction" in the classroom. This tier begins week one. The first time a student performs poorly on an assignment, class work, homework, or test, an intervention should begin. The student must be remediated/re-taught and tested again. A student portfolio must be developed. Keep copies of all documentation (remediation assignments, re-tests, accommodations, etc.) in this portfolio.

TIER II:

Tier II requires more prescriptive individualized instruction above and beyond the norm. It includes programs, strategies, and procedures designed and implemented to supplement, enhance, and support their Tier I. The teacher will refer the student to the grade level TST during grade level meetings. Teachers will review the student's portfolio and discuss specific problems the student may have. The teachers will formulate a plan, based on the information they have, for improving the student's performance/success. Interventions must be research based. You may obtain an Intervention Guide from the building level TST Team Leader, Shon Bullen.

TIER III:

Tier III is intensive, strategic, supplemental instruction specifically designed and customized that is extended beyond the time allotted for remediation at Tiers I and II. At this level, the student will be referred to the building level TST committee. This committee will review all of the documentation from the referral packet and the student's portfolio. The meeting may consist of the committee members, homeroom/subject area teacher, student, and parent. Teachers must come to the scheduled meeting fully prepared to discuss the student's specific problems, interventions that have been tried, the success of those, and current grades.

Student Enrollment Form

***Required Information**

(Fields with * are required by the Mississippi Department of Education and MUST be provided)

STUDENT INFORMATION

*Student Name _____

Mode of Transportation _____ Bus #: _____ Afternoon Load #: _____

*Social Security Number _____

*Birth Date _____

*Physical Address _____

P. O. Box (if applicable) _____

*City, State, Zip Code _____

*Phone Number _____

*Lives With _____

*Race _____ *Sex (circle one) MALE FEMALE

PARENT/GUARDIAN INFORMATION

*Guardian Name _____

*Relationship to Student _____

*Address _____

*County _____ City _____ State _____ Zip _____

*Phone Number _____

Employer _____

Employer's Address _____

Employer's Phone Number _____

EMERGENCY INFORMATION

*Emergency Contact _____

*Relationship to Student _____

*Address _____

*County _____

*City, State, Zip Code _____

*Phone Number _____

Employer _____

Employer's Phone Number _____

Doctor's Name _____

Doctor's Phone Number _____

Medical Conditions (ADHD, Allergies, etc.) _____

Prescription Medications _____

By signing this form you certify that all information given above is true and correct to the best of your knowledge.

Signature of Parent/Guardian _____ Date _____

STUDENT HEALTH HISTORY FORM

Student Name: _____ Grade: _____ DOB: _____

Person Completing Form: _____ Date: _____

Address: _____ Phone: _____

A. Student's Doctor: _____ Phone: _____

B. Date and reason of last visit: _____

C. Student's Dentist: _____ Date of last visit: _____

D. Student's Optometrist: _____ Date of last visit: _____

E. List medications student is currently taking: _____

F. List food/medications to which student is allergic: _____

******Family/Social History******

Does anyone in student's family have any of the following?

(**F**- father, **M**-mother, **S**-sister, **B**-brother Grandparents = **MG**-maternal, **PG**-paternal)

| | | |
|---------------------------------|---------------------------|----------------------|
| Nerve/Mental Problems _____ | High Blood Pressure _____ | Asthma _____ |
| Alcohol/Drug Abuse _____ | Tuberculosis _____ | Blood Problems _____ |
| Sickle Cell Trait/Disease _____ | Handicap/Disability _____ | Kidney Disease _____ |
| Heart Disease _____ | Cancer _____ | Stroke _____ |
| Diabetes _____ | | |

With whom does this student live? _____ Anyone smoke in the house? _____

******Medical History******

Indicate age of onset for any of the following the student has had

| | | | |
|----------------------------|----------------------|--------------------------|------------------------|
| Chickenpox _____ | Diabetes _____ | Asthma _____ | Hearing Problems _____ |
| Eye Problems _____ | Rash/hives _____ | Trouble with teeth _____ | Anemia _____ |
| Sickle Cell _____ | Seizures _____ | Kidney problems _____ | Meningitis _____ |
| Respiratory Problems _____ | Heart Problems _____ | Blood Transfusion _____ | Fainting _____ |
| Developmental Delays _____ | | | |

Any other problems related to this child that concern you? _____

List reasons and dates for any student hospitalizations (illness/surgery) _____

List any serious accidents this student has had: _____

List any broken bones this students has had: _____

*****EMERGENCY CONTACT NUMBERS*****

Work: _____ Cell: _____ Relative: _____

Student health coverage: Insurance _____ CHIPS _____ Private Pay _____

If student is covered under Medicaid of Mississippi, please complete form on back so he/she will receive a FREE health checkup in the school this year. Thank you!

**EPSDT CLINIC - Authorization for Services
Lumberton Campus**

I, _____, parent/guardian of minor student _____, date of birth _____, give the EPSDT Screening Nurse at the School Clinic permission to screen my minor child and provide the following initialed health services:

- **Initial by the → areas you want the nurse to perform on your child** •

1. Gowned physical exam to include assessment of genitalia _____ → _____
2. Gowned physical exam without assessment of genitalia _____ → _____

This authorization includes the service initialed above and Vision/Hearing Screening, Medical/Dental referrals as deemed necessary, developmental/nutritional assessment, labs to include urine chemistry, hemoglobin and, if applicable, lead level/sickle cell trait/RPR, age appropriate Adolescent Counseling, (ages 9 and up), and follow-up screening components related to any abnormal findings. I understand that if a health problem is identified during the screening, the nurse at the School Health Clinic will notify me. All medical records are strictly confidential. This authorization is valid for the school year 20__ to 20__. I retain the right to withdraw permission for services at any time and can do so by personally contacting the EPSDT School Health nurse.

I hereby authorize payment of Medicaid benefits to the School Clinic under the terms of the child's policy. I hereby authorize the clinic to release any information acquired in the course of the examination to the referring physician(s) and to the Division of Medicaid so that benefits may be promptly and correctly filed.

| | |
|--|--|
| _____ STUDENT'S MEDICAID ID NUMBER | _____ STUDENT'S SOCIAL SECURITY NUMBER |
| _____ PARENT'S SIGNATURE | _____ DATE |

Prenatal and Birth History

- A. Number of times you've been pregnant _____ Number of Miscarriages? _____
- B. How many children did you carry to term? _____
- C. Did any of your newborns have any complications? _____
- D. Days you stayed in the hospital with this baby _____ Days baby stayed _____
- E. Did this baby have any problems at home the first two weeks? _____
(diarrhea, feeding (breast/bottle), fever, colds, constipation, breathing, etc.)
- F. How many weeks did you carry this child before its birth? _____
- G. How much did this child weigh at birth? _____lbs. _____ozs.

LUMBERTON PUBLIC SCHOOL DISTRICT
LUMBERTON, MS 39455

MEDICAL RELEASE FORM

To whom it may concern:

You are authorized to perform medical services for my child, _____, if such services are needed while participating in activities sponsored by the Lumberton Public School District.

Please bill me for the services

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Signature of Parent/Guardian

Date

Insurance information listed below:

Name of Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number of Ins. Company: _____

I.D. Policy Number _____ Group # _____

Group Name: _____ Effective Date: _____

ATHLETIC PARTICIPATION CLEARANCE FORM

I hereby give consent for my child, _____, to participate in the Lumberton School District's athletic program during the 2015-2016 school year.

I hereby authorize and give permission for emergency medical treatment to be rendered for and on behalf of my child, _____, for any injury received while participating in any supervised school related sports activity. This authorization includes, but is not limited to, any treatment deemed necessary by certified personnel, physicians, hospital emergency room physicians and hospitals.

I hereby release the Lumberton School District and all school personnel for any and all liability associated with such necessary treatment.

I hereby acknowledge that health and accident insurance is required for participation in all organized athletic activities and further certify that my child is covered under the health and accident program listed below.

School day insurance _____

Policy # _____

Other insurance _____

Policy # _____

Name of agent _____

The Lumberton School District is prohibited by law from paying any expense incurred for any accident involving a student on school property or participating in school activities and does not provide health or accident insurance for participants in athletic programs.

In addition, I assume any expenses for liability not covered by the above required insurance policy for injury received by the above named student while participating in sports authorized above. I accept full responsibility for medical and hospital expenses and any other related expenses and do hereby hold harmless the Lumberton School District and the Board of Trustees, their agents or assignees, of responsibility for any such injury or expenses and waive any and all claims which may arise against them. I realize that participation in organized athletics involves the potential for injury, which is inherent in all sports, sometimes severe enough to result in total disability, paralysis, or death.

Parent/Legal Guardian _____ Date _____

STUDENT/PARENT HANDBOOK

THIS STUDENT/PARENT HANDBOOK IS PROVIDED AS A CONVENIENCE TO THE STUDENTS AND PARENTS OF THE LUMBERTON PUBLIC SCHOOL DISTRICT. WHILE IT CONTAINS POLICIES CURRENT AT THE TIME OF PRINTING, LUMBERTON PUBLIC SCHOOL DISTRICT CONSTANTLY REVIEWS AND CHANGES POLICIES. THEREFORE, THIS HANDBOOK MAY NOT ALWAYS REFLECT THE MOST CURRENT POLICY. ALL POLICIES AND PROCEDURES SUMMARIZED IN THIS STUDENT/PARENT HANDBOOK ARE SUBJECT TO UNILATERAL CHANGE AT THE SOLE OPTION AND DISCRETION OF THE LUMBERTON PUBLIC SCHOOL DISTRICT.

STUDENT / PARENT / TEACHER COMPACT 2015 - 2016

As a Student, I agree to:

- ❖ Come to class prepared and with all necessary materials
- ❖ Complete all assignments in a timely manner
- ❖ Ask the teacher for make-up work immediately upon returning to school
- ❖ Ask questions to clarify points made during class discussions
- ❖ Be in my assigned seat and ready to go to work when the tardy bell rings
- ❖ Be involved in all class activities
- ❖ Follow all rules and regulations
- ❖ Respect other students and their property
- ❖ Dress according to school policy
- ❖ Conduct myself in an orderly fashion at school-sponsored events
- ❖ Show proper respect toward authority

As a Parent/Guardian, I agree to:

- ❖ Make sure my child has adequate rest
- ❖ Maintain regular contact with teacher(s)
- ❖ Discuss homework with my child each day
- ❖ Emphasize the importance of an education
- ❖ Become involved in school activities; accompany my child to school sponsored events
- ❖ Make sure my child has adequate instructional supplies
- ❖ Ask to see samples of the work my child has done at school
- ❖ Report all absences to my child's principal and/or designee
- ❖ Set aside a time each day to help my child with homework
- ❖ Make sure my child is well-groomed
- ❖ Bring to the attention of the school any problem or situation which affects my child in the school or community
- ❖ Keep a calendar of all dates when school reports are scheduled to be sent home and discuss these with my child
- ❖ Respond promptly to the school's request for conference and parent signature

As a Teacher, I agree to:

- ❖ Maintain an atmosphere conducive to learning
- ❖ Invite parents/guardians to become involved in school functions
- ❖ Be accessible to all parents/guardians
- ❖ Exhibit an attitude of respect for students and parents/guardians
- ❖ Keep an open line of communication among students, parents/guardians, and the community
- ❖ Keep students and parents/guardians informed of the student's progress

Student Signature

Student Name (Please Print)

Parent Signature

Parent Name (Please Print)

Teacher Signature

Teacher Name (Please Print)

ACCEPTABLE USE POLICY / INTERNET APPROPRIATE USE POLICY

Lumberton School District

2015 - 2016

Introduction

Lumberton School District (LSD) is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

I. Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) measures designed to restrict minors' access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Lumberton School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

II. Lumberton School District Internet Terms and Conditions of Use

Personal Safety

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors, or any others including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to Lumberton School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.

Illegal Activity

1. User agrees not to access, transmit, or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Lumberton School District laws, policies, or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.

6. User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks.
7. User shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

1. User shall only use the Lumberton School District system for educational and career development activities and limited, high quality self-discovery activities as approved by Lumberton School District faculty for a limited amount of time per week.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at the time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people.)
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

User Rights

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore, Lumberton School District may restrict user’s right to free speech for valid educational reasons. Lumberton School District will not restrict user’s right to free speech on the basis of disagreement with the opinions expressed by the user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user’s files.
4. Lumberton School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

III. Consequences for Failure to Follow Terms and Conditions of the Internet Use Policy

There will be consequences for any user who fails to follow Lumberton School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Lumberton School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When user is using the Lumberton School District system, it may seem as though these policies could easily be broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

I have read and I understand the Acceptance Use Policy from the Lumberton School District.

Employee Signature

Student Signature

Parent/Guest Signature

Revised policy – adopted 6/11/12